Attachment 1

Agenda 01: To consider and adopt the agenda of the Annual General Shareholders' Meeting of 2017

Detail: To make the agenda which will propose in the Annual General Shareholders' Meeting of 2017 to reach a consensus with all shareholders.

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the agenda of the Annual General Shareholders' Meeting of 2017.

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 02: To consider and adopt the Minutes of the Annual General Shareholders' Meeting of 2016

Detail: 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 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 03: To consider and adopt the operational performance of 2017 and Business plan for 2018

Detail:

I. The Operational performance of 2017

1. Sale

Total of sales in 2017 was 96% of the business plan.

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

2. Growth of the business

Export: 5 Million Liters (Initial Plan 277)

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**

3. Gas Station Expansion

In 2017 the gas station increased 7 stations and covered 28% when compared to the plan of the expansion for 25 gas stations, it was because of the government has suspended for building gas station throughout the country and 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**

4. Project customers expansion

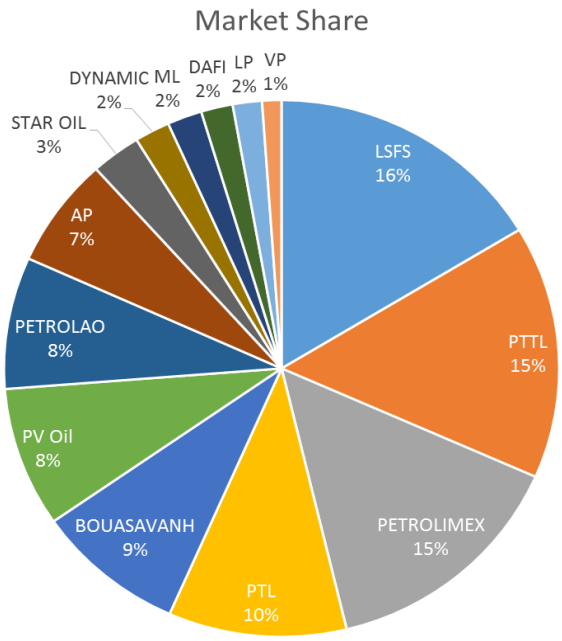
In 2017 the Project customer's expansion can be achieved by new 4 projects and covered 33% when compared to the plan of expansion for 12 projects and the company has a total of the project customers 135 projects.

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**

Note: The contract projects in 2017 were 62 projects.

5 Market shares

In 2017, 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.



II. Business plan for 2018

1. 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**

2. Project's Customer Target of 2018

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

3. Sale Target of 2018

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

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the operational performance of 2017 and Business plan for 2018

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 04: To consider and adopt for the Financial Statements of the company of the year 2017

Detail: Draft Financial Statements of 2017. **(Attachment 3)**

(Audited financial statements from the external auditor, the final version will be announced later)

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the financial statements of the company of the year 2017

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 05: To consider no dividend payments due to the company loss from the business operation of the company in 2017

Detail: 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"

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the rights to the board of director to determine of the interim dividend payment from the half year 2018 business operation

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 06: To consider the appointing the external auditor of the company for the year 2018

Detail: 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 appoint PriceWaterHouseCooper (Lao) Co., Ltd. (PWC) to be external audit for the year 2018. Because PWC has been shown satisfactory performance in terms of auditing which has experience, 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.

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the appointing the external auditor of the company for the year 2018 with retaining USD 55.000 per year

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 07: To consider and adopt the resignation request of Chairman and Directors

Detail: Three of them have a new work so 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.

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the resignation request of Chairman and Directors

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 08: To consider the position changing and the number of member of the BOD of the company

Detail: 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 to 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 due to some of the Board of the Director members had resigned. This changed is more consistent with the Company's business operation 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.

(Resume of BOD. **Attachment 4)**

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the position changing and the number of members of the BOD of the company

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 09: 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

Detail: 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". Because the Chief Executive Officer has resigned and the company can't find the person to replace the position of Chief Executive Officer of the company that is vacant and he/she shall working/running business operation under company policy and procedure and according to the approval of the board of director, It's expected to be replaced in the third quarter of 2018. During we're looking for the right person, it is proposed to authorized exiting CEO to acting on behalf of this position

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve 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

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 10: To propose and adopt for the company restructure in order to complying and according to the law

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;
- 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).

- The 3 subsidiary companies PTL will holding 100% shares If entities or strategic partner who maybe domestic and foreign who have advantage on the petroleum business management to invest in PTL or issuance common shares, PTL will be at least holding 51% shares.
- PTL will dividing appropriate assets to the subsidiaries companies to be as investment shares.
- The process of restructuring has processing under the right and complying with rules and regulations from the finance advisor (Lanexang Securities), law firm (Lao Premier) and tax advice (PWC).
- There's a certain timeline of the processing to make it done. When the restructuring company has been done, PTL will notify to shareholders e.g Lao Security Exchange Disclosure website and company website and to propose to the Annual General Shareholders Meeting for considering and adopting.

Board of Directors' opinion: Reporting on the company restructure in order to complying and according to the law is for informing shareholders only without voting required.

Agenda 11: To consider and adopt the board of director to determine of the interim dividend payment from the half year 2018.

Detail: The Company plans to restructure according to petroleum business Degree No. 0529/MICO.DTC Dated: 09/03/2018. After company restructure accomplishment the company will divide some appreciate assets to its subsidiaries to run the business plan such as Petroleum Import and Export Co., Ltd (not official name) must have registered capital at least 150 billion kip and 50 billion registered capital for Domestic Wholesale Co., Ltd (not official name) and Retail / Gas Station Services Co., Ltd (not official name) for 1 billion per one stations respectively which making of subsidiaries business management will be independent and acknowledge the subsidiaries' assets, liabilities and equity visibly.

Hence, the subsidiaries will have the strategy partner after restructure achievement which approximately about 49% holding and strategy partner will come to invest more funds with the company otherwise to expects to have more profits forwards.

For the first 6th Months of 2018, PTL is expected to pay the dividend to the shareholders valued of 17 billion kip. (Approximately 2 million US dollar) after restructure achievement and financial statement Quarter 2 for the fiscal year 2018 come out and its checking by External Auditors.

Board of Directors' opinion: The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve the board of director to determine of the interim dividend payment from the half year 2018

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 12: To consider and adopt Vice Chairman Mr. Chanthone Sitthixay and Mrs. Savanhthong Phongsavanh to conduct similar business activities to the company

Detail: According to the Enterprises Law, No 46/NA, dated 26 December 2013 on the article 130 stipulated "Restrictions on a director" to conduct a business that has competing character with the limited company and According to the Decision on Board of the Director of Listed Company No. 0024/LSC, dated 26 October 2016 on the article 31 stipulated "Restrictions on Board of directors" to run the same business as public company by the way of direct or indirect, All of which must be verified and agreed by the shareholders meeting.

Board of Directors' opinion: To facilitate the management and management within the company to be more flexible and productive to the overall business of the company, The Board of Directors thoroughly considered and agreed to allow shareholders' meeting to consider and approve Mr. Chanthone Sitthixay (Vice Chairman) and Mrs. Savanhthong Phongsavanh (Vice Chairman) to conduct similar business activities to the company.

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

The Annual General Shareholders' Meeting 2016

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PETROLEUM TRADING LAO PUBLIC COMPANY
PetroTrade
Kompheangmueng Rd, Phonthan Village, Xaysettha District, Vientiane Capital, Lao P.D.R, Tel: 856 21 264834-5, Fax: 856021 264836

No: ๐๖๖ /PTL

Vientiane Capital, Date 18/5/2017

Petroleum Trading Lao Public Company
Minutes of Meeting of Annual General Shareholders' Meeting of 2016

The Annual General Shareholders' Meeting of 2016 ("the Meeting") of Petroleum Trading Lao Public Company ("PTL") held on 27th April 2017 at 10:00 AM on the 8th floor of Lao Securities Exchange Building, Phonthan Village, Saysettha District, Vientiane Capital. There were **32** shareholders and proxies attending the Meeting representing **188,534,121** shares or **80.23%** 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 of board of director/Chairman of Internal Audit Committee / Independence Director
2.	Mrs. Savanhthong Phongsavanh	Vice Chairman of Board of Director.
3.	Mr. Chanthone Sitthixay	Vice Chairman of Board of Director / CEO
4.	Mrs. Daly Pholsena	Independence Director / Vice Chairman of Internal Audit Committee
5.	Mr. Noophan Mahaphon	Independence Director / Director of Internal Audit Committee.
6.	Mrs. Chanthadom Meksavanh	Director.
7.	Mr. Phoxay Chanthavongsa	Director.
8.	Mr. Viengkhone Sitthixay	Director.

In addition, one of director Mr. Bounthanh Chittavong cannot joined this meeting due to on business trip and not appointment a representative and there were representatives from the Lao Securities Commission Office and the Lao Securities Exchange to observing the meeting with individual shareholders.

Prior to the commencement of the meeting, the host has informed the meeting for the agenda, instruction for vote procedure as followed:

Agenda 1: Consideration for adoption of the business operation results of 2016;

Agenda 2: Consideration for adoption the business plan of 2017;

Agenda 3: Consideration for adoption of the audited financial report from the external auditor of 2016.

Agenda 4: Consideration for adoption of the determined dividends payment from the PTL's operational performance of 2016 after reserved fund required by regulation; whose names are recorded in the registered book as of the record dated on 24 March 2017;

Agenda 5: Consideration for adoption of the authorization for determining the dividend payment one (1) time for the year 2017 shall be entitled to the consideration of the Board of Directors;

Agenda 6: Consideration for the adoption of nominated external auditor of 2017 is PricewaterhouseCoopers (Lao) Sole Co., Ltd. or ("PwC") and determination of the remuneration; and

Agenda 7: Consideration for adoption of the renewal the Board of Directors and independent audit committee for one more term.

Instruction for vote:

- Voting by using the cards that given during the registration according to the agenda 1 to 7 and the shareholder may vote for Agree/Disagree and all the agendas and must be agrees more than half of the vote from attendance and voter.
- If the shareholder intend to "Disagree" please mark letter "X" in to the box in the voting card with full name and signature.

Vote Counting:

- After done of each agenda, the chairman of the meeting would ask for the all the shareholder in the meeting room vote for adoption and in order to make it easy and faster if no any shareholder "Disagree" it's mean all mutual agrees and if there's any "Disapprove" voter our staff will collecting the voting card please ride your hand and inform after that our staff would counting it and inform the voting result of each agenda before continue to next agenda.

Remark:

In case of the shareholder or the representative has any questions of each agenda, please rise your hand, standing up and introduce yourself that you're a shareholder or the representative in order to recording in the minutes of meeting. Therefore, in order make transparency of counting the votes to the meeting, we are looking for the volunteer at least 2 persons be witness, please inform us your name and surname, are you a shareholder or representative and then please come in the counting desk. (There was no any volunteer) then the host informed the meeting that no any volunteer and leave it with company secretary who responsibility for counting votes of all agendas.

Thereafter, Mr. Vang Rattanavong the Chairman of board of director/Chairman of Internal Audit Committee / Independence Director has opening with welcome speech and then appointed to Mr. Chanthone Sitthixay Vice Chairman of Board of Director / CEO to convene the meeting according to the agendas as per following details:

Agenda 1: Consideration for adoption of the business operation results of 2016

The CEO has proposed to the meeting regarding to the business operation results of 2016 detail as followed:

1. **Sale summary:** Total of sales included domestic in over country is 161,371,005 Liters increased to compare to numbers of 2015 is 140,591,500 Liters increased 20,779,505 Liters (inclusive tax and tax exemption).
   - Total 21 new gas stations have been opening for services with archived 55% of target planned 38 gas stations.
   - Total 13 projects sales have been participating in the sales including 8 construction projects and 5 industries and transportation.

2. **Marketing Summary:** In 2016, "Daily Rich Promotion" worth 3 Billion KIP from Plus Gas Stations that very popular to the end users this promotion was successful and ongoing promotion for the new opening gas station to encourages users to royal and use our gas station services.

   As on company policy the Social Responsibilities Project on going "Giving Warm to Communities" were participated this year is the 5th, the caravan brought the blankets to give to the rural people in the winter season in the northern and southern of Lao total amount is 689,449,000 kip. This project was well recognized from government and local authorities which been a success charity model for other to followed.

3. **Depot Operation:** According to fuel summarized for receiving and loading in 2016 for 5 depots operation are following details:

   - Loading 106,107,697 liters, increased from 2015 to 3.16%
   - Paid off 106,532,069 liters, increased from 2015 to 4.90%
   - Average volatility of Gasoline Super 95 in the depot is -3,966 liters, total of all received 960,194 liters;
   - Average volatility of Gasoline 91 in depot is -96,022 liters, total of all revived 27,908,579 liters;
   - Average volatility of Diesel in depot is -181,649 liters, total of all received 77,238,924 liters.

4. **Human Resource:** Total employee as of 30 November 2016 is 191 persons, increased from 2015, 32 persons.
   - Promoted staff for 30 persons and the Company has promoted the best employee awarded and oversea package tour for 5 persons;

- Payment for the social security total LAK451,482,920 /year;
- Annual employee checkup LAK 87,486,000 /year;
- The Company has contributed and supported such as employee giving birth, sport activities, contribute dead of employee's relative, new year reception, family day, employee marry and donation for flood and cripple is LAK 32,400,000; and
- Gold award for 1 bath for staff who have working for 5 years.

5. **Strategy Department:** To adoption for the business expansion to the international. Therefore, the Company shall be set the strategy for target:
   1) Renovation the structure of line administration in the organization; and
   2) To apply the technology for business operation.

6. **Engineering:** In 2016, the Engineering and Maintenance department has to survey and design as to follow up with the project construction and suggestion for other project. The total of new gas station and renovation are following:

   - Follow up, designed and constructed of 3 Gold gas stations, 2 Standard gas stations and 8 Thongthin Phatthana gas stations;
   - Maintain and improve gas station's branding and images 25 gas stations.

7. **Accounting – Finance.**

Summary of Tax paid to the Tax Authority of 2016:

Tax Payment	**Amount (Kip)**
• Import Duties	28,213,077,500.00
• Excise Tax	72,685,246,600.00
• Value Added Tax	45,679,857,508.98
• Road Tax	69,191,400,000.00
• Reserve Fund	45,305,087,591.00
• Profit Tax	800,000,000.00
• E-Meter Fee	1,507,770,000.00
• Quality Fee	1,159,008,000.00
• Additional VAT payment	8,543,474,566.47
• Personal Income Tax	1,064,539,532.00
Total:	**274,149,461,298.45**

After the CEO has reports the brief business operation results of 2016 then encouraged questions and suggestions from the meeting.

The shareholder Ms. Phoumvilay Siripholdes, Mr. Sompheang Fhengdaloun and Mr. Onechanh Chanthongsy has a questions as follows:

1. Does PTL has any standards/requirements to consider for the lessee or the people who want to rent the areas in PLUS station?
2. Let the external auditor explain to the shareholders for the assets of the Company.
3. According to the gas station expansion plan for 2017, does the Company still have a confident to maintain the revenue align with the budget?
4. If there is increase in sale during the year, does the Company still have loss same as 2016?

Vice Chairman / CEO answer the questions as follows:

1. The Company has set the standard to consider the shops or the people who want to lease the space. Such as; checking background, type of the business, taste of food, popularity, and decoration. Moreover, the Company also provide the introduction and consulting on the raging of lessee for the managing on their business and encourage the local business of Lao people to develop together with the Company.

2. The shareholders are able to find and make understanding to the audited Company's financial statements which was reported based on the summary of the assets.

3. On behalf of the Company's management, we believed that the Company can maintain the revenue which was budgeted or it's might be decreased from the budget if there are some changes about pricing structure which was regulated by the government. According to the consulting with experts from Singapore who covering oil market of Asia-Pacific (Platts) related to the structure of pricing according to the movement of global oil pricing, this made the Company is able to create the strategy for selling.

4. The net loss of the Company in this year is not only vary from the decrease or increase of total sale. The Company can maintain the total sale from the stations and the Projects. The main reason for this loss is from the increased in rental expenses and the managing costs for warehouses in oversea.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt the business operation results of 2016 as proposed as following votes:

- Approved	188,523,121	Votes	Equivalent to 100%
- Disapproved	0	Vote	Equivalent to 0%
- Total approved	188,523,121	Votes	Equivalent to 100%

Agenda 2: Consideration for adoption the Business Plan of 2017

The CEO has proposed to the meeting regarding to the Business Plan of 2017 detail as followed:

Gas Station Expanding of 2017

No.	Type of Gas Station	Target
1	Platinum (PLT)	2
2	Gold (GLD)	4
3	Standard (STD)	9
4	Thongthin Pattana (THN)	10
Total		**25**

Project's Customer Target of 2017

No.	Type of Customer	Target
1	Project-Construction (PRO+CON)	10
2	Industry-Transportation (IND+TRA)	2
Total		**12**

Target Sales of 2017

	Chanel of Sale	Amount (Million) Litter
Gas Station	Platinum (PLT)	20.15
	Gold (GLD)	24.91
	Standard (STD)	20.72
	Thongthin Pattana (THN)	17.92
Project	Project – Construction (PRO-CON)	35.57
	Industrial-Trading (IND-TRA)	43.79
	Other (OTH)	138
	Total:	**301.06**

After the CEO has reported this agenda 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 business plan of 2017 as per details proposed. In this regards, the meeting must adopt such matters by the votes of more than half of the total votes attending the meeting.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt the business plan of 2017 as proposed as following votes:

- Approved 188,534,121 Votes Equivalent to 100%
- Disapproved 0 Vote Equivalent to 0%

- Total approved 188,534,121 Votes Equivalent to 100%

Agenda 3: Consideration for adoption of the audited financial report from the external auditor of 2016.

The CEO has reported in relation to the financial statement of 2016 that Company get loss for this year, the main reason for this loss is from the increase in rental expenses and the management costs for warehouses in oversea.

After the CEO has reported of this agenda then encouraged questions and suggestions from the meeting.

As there was no further questions the CEO then proposed to the meeting to consider and approve the financial statement which was audited from the external auditor. In this regards, the meeting must adopt such matters by the votes of more than half of the total votes attending the meeting.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt the financial statement report of 2016 as proposed as following votes:

- Approved 188,534,121 Votes Equivalent to 100%
- Disapproved 0 Vote Equivalent to 0%
- Total approved 188,534,121 Votes Equivalent to 100%

Agenda 4: Consideration for adoption of the determined dividend from the PTL's operational performance of 2016 after reserved fund required by regulation; whose names are recorded in the registered book as of the record date on 24 March 2017

The CEO has proposed to the meeting regarding to dividends form the business operation results of 2016 that the Company unapproved for dividend payment, after reserved fund required by regulation; whose names are recorded in the registered book as of the record date on 24 March 2017 due to the Company get loss for this year.

After the CEO has reported of this agenda 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 unapproved the dividend payment for the year 2016. In this regards, the meeting must adopt such matters by the votes of more than half of the total votes attending the meeting.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt unapproved the dividend payment for the year2016 as following votes:

- Approved 188,534,121 Votes Equivalent to 100%
- Disapproved 0 Vote Equivalent to 0%
- Total approved 188,534,121 Votes Equivalent to 100%

Agenda 5: Consideration for adoption of the authorization for determining the dividend payment one (1) time for the year 2017 shall be entitled to the consideration of the Board of Directors.

The CEO has proposed to the meeting regarding to this agenda with the following detail:

This agenda has proposed to the meeting for consideration and approval for the interim dividend payment one (1) time for the year 2017 and need to authorized the Board of Directors for consider and determining the dividend and date payment.

After the CEO has reported this agenda then encouraged questions and suggestions from the meeting.

As there was no further questions the CEO then proposed to the meeting to consider and the adopt authorized the Board of Directors for determining the dividend payment one (1) time for the year 2017, the meeting must adopt such matters by the votes of more than half of the total votes attending the meeting.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt and approves the authorized the Board of Directors for determining the dividend payment one (1) time of the year 2017 as proposed as following votes:

- Approved 188,534,121 Votes Equivalent to 100%
- Disapproved 0 Vote Equivalent to 0%
- Total approved 188,534,121 Votes Equivalent to 100%

Agenda 6: Consideration for the adoption of nominated external auditor of 2017 is PricewaterhouseCoopers (Lao) Sole Co., Ltd. ("PwC") and determination of the remuneration

The CEO has proposed to the meeting regarding to appointment new external auditor of 2017 in details as follow:

According to regulation of Lao Securities Commission in relation to the period of accounting and auditing services. The Company proposed to appointed the new external auditor is a PricewaterhouseCoopers (Lao) Sole Co., Ltd. (or PwC) for 2017, due to the old external auditor has been expired the period of services and the Company determination of the remuneration estimate USD55,000- USD57,000.

After the CEO has reported this agenda then encouraged questions and suggestions from the meeting.

As there was no further questions the CEO then proposed to the meeting to consider and approve appointed new external auditor and determination of the remuneration. In this regards, the meeting must adopt such matters by the votes of more than half of the total votes attending the meeting.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopt and appointed new external auditor of the year 2017 as proposed are following votes:

- Approved 188,534,121 Votes Equivalent to 100%
- Disapproved 0 Vote Equivalent to 0%
- Total approved 188,534,121 Votes Equivalent to 100%

Agenda 7: Consideration for adoption of the renewal the Board of Directors and independent audit committee for one more term.

The CEO has proposed to the meeting regarding to this agenda detail as followed:

According to the regulation of Lao Securities Commission in relation to Board of Director of the listed Company in the stock exchange, due to Company's Board of Director has been expired after two years. Therefore, the company would like to adopt the renewal of the Board of Director at the present for one (1) more term.

After the chairman has reported this agenda then encouraged questions and suggestions from the meeting.

As there was no further questions the CEO then proposed to the meeting to consider and adopted of renewal appointed current board of director. In this regards, the meeting must adopt such matters by the votes of more than half of the total votes attending the meeting.

Resolution: The meeting resolved with unanimous votes from the total votes attending the meeting to adopted the renewal of the Board of Director at the present for one (1) more term as proposed as following votes:

- Approved 188,534,121 Votes Equivalent to 100%
- Disapproved 0 Vote Equivalent to 0%
- Total approved 188,534,121 Votes Equivalent to 100%

At the ending Mr. Vang Rattanavong, Chairman of Board of Director thank the shareholders and representative who attending the Annual General Shareholders' Meeting of 2016, thank you to

representative from the Lao Securities Commission Officer and Lao Securities Exchange officers who also attending the meeting today and this meeting was successfully. On behalf of the board of Director and Management team we're confident that Petroleum Trading Lao Public Company is sustainable growing and transparency with aim to developing society, environment and our country complying to our motto "Plus Energy for the nation, energy for the development" thank you.

The meeting has no any issue and the chairman declared the meeting adjourned at 12:00 a.m.

Chairman of Board of Director

Petroleum Trading Lao Public Company



ຫວ່າງ ຣັຕຕະນະວົງ

Vang RATANAVONG

Attachment 3

Financial statements 2017 (Draft)

PETROLEUM TRADING LAO PUBLIC COMPANY
SEPARATE STATEMENTS OF INCOME
FOR THE PERIOD ENDED 31 DECEMBER 2017

	Notes	2017 LAK	2016 LAK
Revenue		899,926,522,839	936,420,748,925
Cost of sales		(855,448,169,660)	(872,338,763,471)
Gross profit		44,478,353,179	64,081,985,454
Other income		5,853,415,638	5,090,009,426
Selling expenses		(21,029,886,045)	(28,092,911,171)
Administrative expenses		(68,425,096,818)	(61,980,186,224)
Operating loss		(39,123,214,046)	(20,901,102,515)
Finance income		9,391,301,183	6,854,553,721
Finance expense		(51,108,105,190)	(24,222,745,404)
Loss before income tax expenses		(80,840,018,053)	(38,269,294,198)
Income tax expenses		-	447,313,768
Loss for the year		80,840,018,053	38,716,607,966

ChanthoneSitthixay
Chief Excutive Officer
Date:

ChanthadomMeksavanh
Acting Chief Finance Officer
Date:

DRAFT

PETROLEUM TRADING LAO PUBLIC COMPANY
SEPARATE STATEMENTS OF FINANCIAL POSITION
AS AT 31 DECEMBER 2017

	Notes	2017 LAK	2016 LAK
Assets			
Current assets			
Cash and cash equivalents	6	6,141,225,204	77,429,732,105
Trade and receivables, net	7	104,381,039,410	124,876,369,782
Inventories, net	8	10,096,414,860	73,651,625,172
Short-term loan to related parties		16,337,608,447	5,976,877,700
Other current assets	9	57,513,852,990	64,631,230,671
Total current assets		194,470,140,911	346,565,835,430
Non-current assets			
Property, plant and equipment, net	10	267,953,215,076	279,291,812,622
Intangible assets, net	11	7,790,533,967	5,371,462,052
Investment properties, net	12	180,903,625,951	164,555,214,314
Long-term loans to related parties	13	24,471,734,824	32,123,065,571
Investment in subsidiary, net	14	11,970,113,506	3,010,781,039
Other non-current assets	15	43,830,266,090	50,302,864,594
Total non-current assets		536,919,489,414	534,655,200,192
Total assets		**731,389,630,325**	**881,221,035,622**

ChanthoneSitthixay
Chief Executive Officer
Date:

ChanthadomMeksavah
Acting Chief Finance Officer
Date:

PETROLEUM TRADING LAO PUBLIC COMPANY
SEPARATE STATEMENTS OF FINANCIAL POSITION
AS AT 31 DECEMBER 2017

	Notes	2017 LAK	2016 LAK
Liabilities and shareholder's equity			
Liabilities			
Current liabilities			
Trade account payables	16	30,519,608,379	125,765,132,878
Tax payable	17	3,050,165,847	3,046,094,593
Short term loans and borrowings	18	274,031,960,000	123,598,400,000
Other current liabilities	19	7,419,791,087	2,178,445,087
Total current liabilities		315,021,525,313	254,588,072,558
Non-current liabilities			
Long - term borrowings	18	32,600,000,000	162,024,840,000
Total non-current liabilities		32,600,000,000	162,024,840,000
Total liabilities		347,621,525,313	416,612,912,558
Shareholders' equity			
Share capital	20	470,000,000,000	470,000,000,000
Share premium	20	27,638,932,340	27,638,932,340
Retained earnings			
Appropriated-legal reserve	20	5,685,798,691	5,685,798,691
Un-appropriated	20	(119,556,626,019)	(38,716,607,966)
Total shareholders' equity		383,768,105,012	464,608,123,065
Total shareholders' equity and liabilities		**731,389,630,325**	**881,221,035,623**

ChanthoneSitthixay
Chief Executive Officer
Date:

ChanthadomMeksavanh
Acting Chief Finance Officer
Date:

Petroleum Trading Lao Public Company
Statement of cash flows
For the period ended 31 December 2017

	31 December 2017 LAK	31 December 2016 LAK
Cash flow from operating activities:		
Profit(Loss)for the period	(80,840,018,053.00)	(38,269,294,197.00)
Adjustments to reconcile net profit to net cash		
Depreciation and amortisation	21,345,806,353.00	18,467,672,895.00
(Reversal) provision for inventory	(717,150,015.00)	896,395,293.00
Allowance for doubtful	5,355,565,589.00	1,922,798,832.00
Interest received	771,250,150.00	-
Interest paid	(21,951,116,483.00)	(18,294,875,727.00)
Unrealized from exchanged (gain) loss	18,734,634,927.00	2,248,920,000.00
Other tax and statutory tax paid	-	(2,322,405,148.00)
Operating profit before working capital changes	(57,301,027,532.00)	(35,350,788,052.00)
Changes in operating assets and liabilities		
Trade receivables	15,124,658,110.00	(66,936,108,029.00)
Inventory	64,272,360,327.00	(62,810,525,109.00)
Other assets	12,818,726,035.00	5,096,899,114.00
Trade paybles and other payable	(76,991,806,025.00)	111,643,680,675.00
Net cash generate from operating activities	(42,077,089,085.00)	(48,356,841,401.00)
Cash flows from investing activities :		
Acquisitions of fixed assets	(19,991,145,350.00)	(43,041,214,245.00)
Loans to other companies	(2,750,940,000.00)	(3,646,400,000.00)
Payments for investment insubsidiary	(8,959,332,466.00)	(3,010,781,039.00)
Net cash (used in) /from investing activities	(31,701,417,816.00)	(49,698,395,284.00)
Cash flows from financing activities :		
Proceeds from borrowings	116,374,580,138.00	355,828,227,981.00
Repayment of borrowings	(113,884,580,138.00)	(247,698,722,103.00)
Dividends paid	-	(7,285,000,000.00)
Net cash from (used in) financing activities	2,490,000,000.00	100,844,505,878.00
Net increase/(decrease) in cash and cash equivalents	(71,288,506,901.00)	2,789,269,193.00
Cash and cash equivalent at the beginning of the year	77,429,732,105.00	74,657,189,719.00
Cash and cash equivalent at the end of the year	6,141,225,204.00	77,446,458,912.00

Chanthone Sitthixay
Chief Excutive Officer
Date:

Chanthadom Meksavanh
Acting Chief Finance Officer
Date:

Attachment 4



BIOGRAPHY

I. **Personal Information**

Name & Surname : Mr. Chanthone Sitthixay.
Nationality : Lao, Race: Lao.
Date of Birth : 27 July 1977
Age : 41
Place of Birth : Sounantha village, Kaisonephomvihan District, Savanhnakhet Privince.
Occupation : Businessman
Place of Work : Petroleum Trading Lao Public Company
Position : Chief Executive Officer.
Present Address : Phonthan Village, Saysettha District, Vientiane Capital.
Telephone : 021-264834
Email : chanthone.stx@petrotradelaos.com

Material Status:
☐ Single
☒ Married
☐ Divorced
☐ Widowed

- If married, name of spouse: Mrs. Savanhthong Phongsavanh.
- Occupancy: Businesswoman.

II. **Education and Training**

Education Level:

√ Diploma

- Subject:
- Name and School Address:
- Period:

√ Bachelor Degree

- Subject : Economics and Business Administration.
- Name and School Address : National University of Laos
- Period : 4 years

√ Master Degree

- Subject:
- Name and School Address:
- Period:

III. Working Histories:

- 2001-2007 : Sithi Inter Trading Import-Export Co., Ltd, Chief Executive Officer;
- 2001- Present : Khouanchay Trading Import-Export Co., Ltd, Chief Executive Officer;
- 2008- Present : Petroleum Trading Lao Public Company, Chief Executive Officer;
- 2010- Present : Soudaphone Import-Export and Service Co., Ltd, Chief Executive Officer;
- 2010-Present : Well Tech Lao Co., Ltd, Chief Executive Officer;
- 2010-Present : Sitthi Logistics Lao Co., Ltd, Chief Executive Officer;
- 2012-Present : Lao Daily Mart Co., Ltd., Chief Executive Officer.

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

Vientiane Capital, Date 17 September 2015

Signature



BIOGRAPHY

I. Personal Information

Name & Surname	: Mrs. Savanhthong Phongsavanh.
Nationality	: Lao, Race :Lao.
Date of Birth	: 19 Feb 1980
Age	: 38
Place of Birth	: Sounantha village, Kaisonephomvihan District, Savanhnakhet Privince.
Occupation	: Businesswoman
Place of Birth	: Sounantha village, Kaisonephomvihan District, Savanhnakhet Privince.
Occupation	: Businessman
Place of Work	: Petroleum Trading Lao Public Company
Position	: Deputy Chief Executive Officer.
Present Address	: Phonthan Village, Saysettha District, Vientiane Capital.
Telephone	: 021-264834
Email	: savanhthong.psv@petrotradelaos.com

Material Status:

☐ Single
☒ Married
☐ Divorced
☐ Widowed

If married, name of spouse: Mr. Chanthone Sitthixay.
Occupancy: Businessman.

II. Education and Training

Education Level:

√ Diploma

- Subject:
- Name and School Address:
- Period:

√ Bachelor Degree

- Subject : Economics and Business Administration.
- Name and School Address : National University of Laos
- Period : 4 years

√ Master Degree

- Subject:
- Name and School Address:
- Period:

III. Working Histories:

- 2001-2007 : Sithi Inter Trading Import-Export Co., Ltd, Chairman / Partner;
- 2001- Present : Khouanchay Trading Import-Export Co., Ltd. , Chief Executive Officer;
- 2008- Present : Petroleum Trading Lao Public Company, Deputy Chief Executive Officer;
- 2010- Present : Soudaphone Import-Export and Service Co., Ltd, Chairman/ Partner;
- 2010-Present : Well Tech Lao Co., Ltd, Chairman/ Partner;
- 2010-Present : Sitthi Logistics Lao Co., Ltd, Chairman/ Partner;
- 2012-Present : Lao Daily Mart Co., Ltd., Chairman/ Partner;

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

Vientiane Capital, Date 17 September 2015

Signature



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

√ Ph.D

- Subject:_____
- Name and School Address:_____
- 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 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

(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

18. Business Histories:

No.	Name of Business	Holding Share %	Worth of Share	Period
1				
2				
3				

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:

√ Diploma

- Subject: _____
- Name and School Address: _____
- 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 School Address:_____
- Period:_____

√ **Other** (Specify):

_____

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

No.	Subject	Organize by	Date and period of the training

(Must attached the certificate)

17. 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

18. Business Histories:

No.	Name of 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 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.

√ Ph.D

- Subject:_____
- Name and School Address:_____
- Period:_____

√ 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)

(Must attached the certificate)

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. Business Histories:

No.	Name of Business	Holding Share %	Worth of Share	Period
1				
2				
3				

19. 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	Parkpasak Technical Collage	2009-2011

	and A preliminary understanding of auditor. (Bachelor and Diploma Teacher)		

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

Vientiane Capital, Date 04 April 2018

Signature



BIOGRAPHY

I. Personal Information

1. Name & Surname: Mrs. Chanthadom Meksavanh.
2. Nationality: Lao, Race: Lao.
3. Date of Birth:
4. Place of Birth:
5. Occupation:
6. Place of Work:
7. Position: Director, Acting Chief Financial Officer, Chairman of Risk Management Committee.
8. Present Address: Village, District, Vientiane Capital.
9. Passport No.: _____, Issue at: _____, Expire Date: _____
10. ID No.: _____, Issue at: _____, Expire Date:_____
11. Telephone:._____
12. Fax:_____
13. Email:_____
14. Material Status:

- ☐ Divorced
- ☐ Single
- √ Married
- ☐ Widowed
- If married, name of spouse:
- Occupancy:

II. Education and Training

15. Education Level:

√ Diploma

- Subject: _____
- Name and School Address: _____
- Period: _____

√ Bachelor Degree

- Subject: Economics and Business Administration.
- Name and School Address: National University of Laos
- Period: ……..

√ Master Degree

- Subject:
- Name and School Address:
- Period: .

√ Ph.D

- Subject:_____
- Name and School Address:_____
- Period:_____

√ Other (Specify): _____

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

No.	Subject	Organize by	Date and period of the training

(Must attached the certificate)

17. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Petroleum Trading Lao Public Company	Acting Chief Financial Officer	2001- 2008

18. Business Histories:

No.	Name of Business	Holding Share %	Worth of Share	Period
1	Petroleum Trading Lao Public Company	0.457		
2				
3				

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

Vientiane Capital, Date 20 October 2014

Signature



BIOGRAPHY

I. Personal Information

1. Name & Surname: Mr. Bounthanh Chittavong.
2. Nationality: Lao, Race: Lao.
3. Date of Birth:
4. Place of Birth: Village, District, Province.
5. Occupation:
6. Place of Work:
7. Position: Director, Chairman of Executive Committee, Acting Director of Operation.
8. Present Address: Village, District, Vientiane Capital.
9. Passport No.: _____, Issue at: _____, Expire Date: _____
10. ID No.: _____, Issue at: _____, Expire Date:.
11. Telephone:.
12. Fax:_____
13. Email:_____
14. Material Status:
    - □ Divorced
    - □ Single
    - √ Married
    - □ Widowed
    - If married, name of spouse:
    - Occupancy:

II. Education and Training

15. Education Level:

√ Diploma

- Subject: _____
- Name and School Address: _____
- Period: _____

√ Bachelor Degree

- Subject: _____
- Name and School Address: _____
- Period: _____

√ Master Degree

- Subject: Economy & Trading.
- Name and School Address: Soviet Union.
- Period: ……

√ Ph.D

- Subject:_____
- Name and School Address:_____
- Period:_____

√ Other (Specify):

_____

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

No.	Subject	Organize by	Date and period of the training

(Must attached the certificate)

17. Working Histories:

No.	Organization	Position and Responsibilities	Period
1	Petroleum Trading Lao Public Company	Acting Operating Director	2008- Present

18. Business Histories:

No.	Name of Business	Holding Share %	Worth of Share	Period
1	Petroleum Trading Lao Public Company	0.229		
2				
3				

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

Vientiane Capital, Date 20 October 2014

Signature

Attachment 5

PROXY

Written at……

Date……. month…… year…….

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

(2) Being a shareholder of Petroleum Trading Lao Public Company.

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

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

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

☐ (2) **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 .

Any one of them to be my/our proxy to attend and vote on my/our behalf at the Annual General Shareholders' Meeting for the Year 2017 to be on 27 April 2018 at 09:30 pm.

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

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

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

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

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

Agenda 01: To consider and adopt the agenda of the Annual General Shareholders' Meeting of 2017

□ Approve □ Disapprove

Agenda 02: To consider and adopt the Minutes of the Annual General Shareholders' Meeting of 2016

□ Approve □ Disapprove

Agenda 03: To consider and adopt the operational performance of 2017 and Business plan for 2018

□ Approve □ Disapprove

Agenda 04: To consider and adopt for the Financial Statements of the company of the year 2017

□ Approve □ Disapprove

Agenda 05: To consider no dividend payments due to the company loss from the business operation of the company in 2017

□ Approve □ Disapprove

Agenda 06: To consider the appointing the external auditor of the company for the year 2018

□ Approve □ Disapprove

Agenda 07: To consider and adopt the resignation request of Chairman and Directors

□ Approve □ Disapprove

Agenda 08: To consider the position changing and the number of member of the BOD of the company

□ Approve □ Disapprove

Agenda 09: 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

□ Approve □ Disapprove

Agenda 10: To propose and adopt for the company restructure in order to complying and according to the law

□ Approve □ Disapprove

Agenda 11: To consider and adopt the board of director to determine of the interim dividend payment from the half year 2018.

□ Approve □ Disapprove

Agenda 12: To consider and adopt Vice Chairman Mr. Chanthone Sitthixay and Mrs. Savanhthong Phongsavanh to conduct similar business activities to the company

□ 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 6

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

For convenience in the registration process to attend the Annual General Shareholder's Meeting for the year 2017 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:

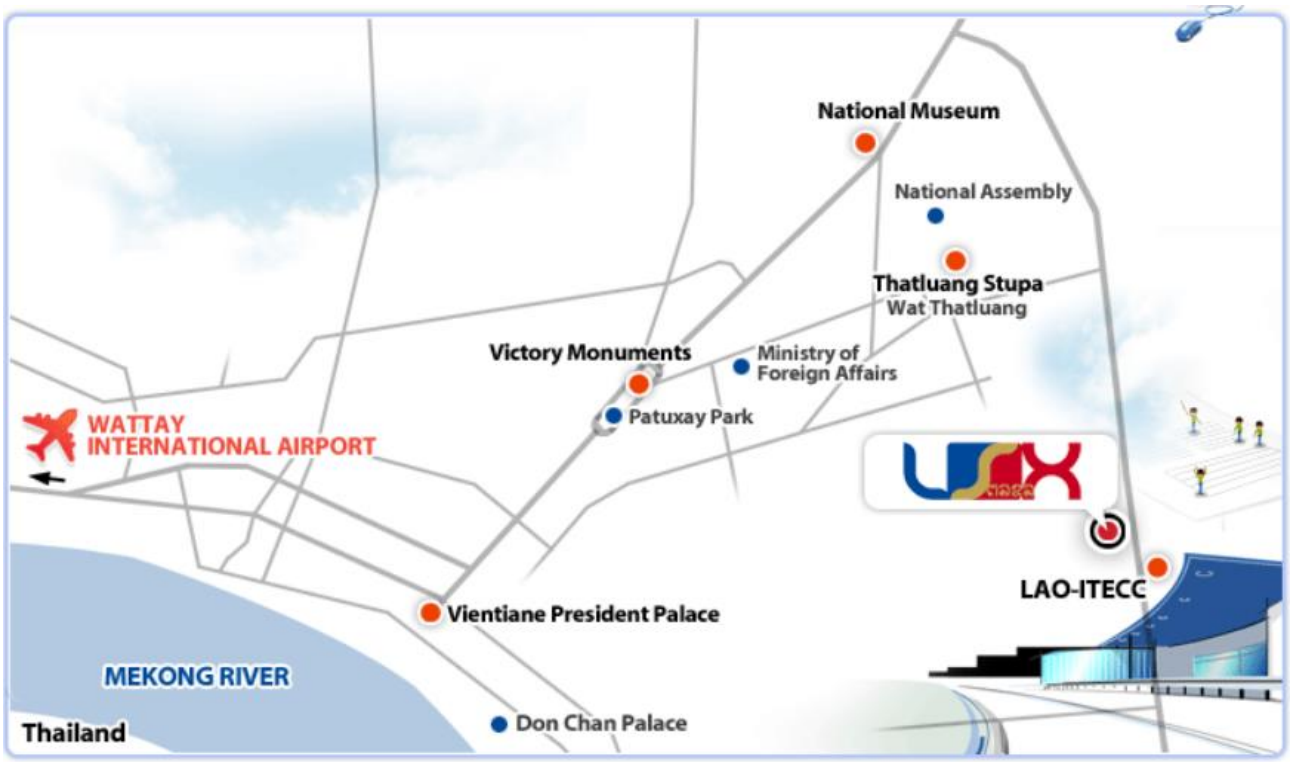
1. Attendees who are natural persons.
   Shall present one of the following documents of their own at the time of registration.
   - 1.1 Identification Card.
   - 1.2 Family Book.
   - 1.3 Passport (For the foreign investors).
2. Attendees who are legal person.
   Shall present one of the documents as given in 1. Above plus one of the following documents at the time of registration.
   - 2.1 Investment license.
   - 2.2 Certificate of Enterprise Registration (Affidavit).
   - 2.3 Most recent Tax Certificate.

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

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

Attachment 7

Map of the meeting location



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