



## REQUIREMENTS AND PROCEDURE FOR ELECTRONIC VOTING IN ABSENTIA AND PARTICIPATION BY REMOTE COMMUNICATION.

### I. ELECTRONIC VOTING IN ABSENTIA

1. Stockholders as of 22 May 2024 ("Stockholders"), have the option of electronic voting in absentia on the matters in the Agenda, after complete registration and successful validation. To access the company Online Voting Portal, stockholders are required to provide their active, primary electronic mail (e-mail) addresses to the Corporation by informing the Corporation through the Corporate Secretary through email at [corpsec@apmciloilo.com](mailto:corpsec@apmciloilo.com).
2. The deadline for registration to vote in absentia is 03 June 2024. Beyond this date, Stockholders may no longer avail of the option to vote in absentia. Stockholders who were not able to register may vote through the appointment of the Chairman or another stockholder as proxy.
3. Written notice for registration may be sent to all stockholders through electronic email. To register at the company Online Voting Portal, simply follow the instructions sent to the e-mail address provided. Stockholders should complete the online registration form and submit for validation.
4. The following information must be filled up for the registration:
  - i. Complete Name
  - ii. Email address
  - iii. Mobile contact number
  - iv. Birthdate

**Important Note:** Incomplete or inconsistent information may result in an unsuccessful registration. As a result, Stockholders will not be allowed access to vote electronically in absentia, but may still vote through the Chairman of the meeting as proxy, by submitting a duly accomplished proxy form, on or before 5:00 pm of 4 June 2024.

5. The validation process will be completed by the Corporation. Once validated, the Stockholder will receive an e-mail confirmation on their successful registration. This will also include the agenda of the meeting, profile of the nominees and voter's code. This code will be specific to every stockholder and will be used to access the online voting portal. The Definitive Information Statement and other meeting documents will also be available in the website.

6. **The election for the Board of Directors will start at 9am 4 June 2024. Registered Stockholders will be provided with the online portal voting link which will require the voter's code to proceed.**
7. **Registered Stockholders have until 11 June 2024, to cast votes in absentia while meeting is ongoing. If the meeting is adjourned at an earlier time, the voting portal shall be closed.**
8. **All agenda items indicated in the Notice of the Meeting will be set out in the online ballot and the registered Stockholder may vote as follows:**
  - **8.1 For items other than the Election of Directors, the registered Stockholders has the option to vote: Yes, No, or Abstain. The vote is considered cast for all the registered Stockholder's shares.**
  - **8.2 For the Election of Directors, the registered Stockholders may vote for all the nominees, or one nominee or some of the nominees only, in such number of shares as preferred by the Stockholder, provided that the total number of votes cast shall not exceed the number of shares owned, multiplied by the number of directors to be elected.**
9. **Once voting on the agenda items is finished, the registered Stockholder can proceed to submit the accomplished ballot by clicking the "Submit" button. The Online Voting Portal will prompt the Stockholder to confirm the submission of the ballot. The votes cast in absentia will have equal effect as votes cast in person or by proxy. After the ballot has been submitted, Stockholders may no longer change their votes.**
10. **The Board of Canvassers of the Corporation will canvass the votes cast in absentia after the result is generated by the voting count application while the Inspection of Proxies and Ballots Committee will count and tabulate the ballots cast by proxy.**

## **II. PARTICIPATION BY REMOTE COMMUNICATION**

1. **Stockholders as of 22 May 2024 ("Stockholders") who registered in the Online Voting can also participate in the Meeting on 11 June 2024 by remote communication by accessing the ZOOM Webinar link to be provided via email.**
2. **Stockholders as of 22 May 2024 who have not registered in the Online Voting Portal may still attend the Meeting remotely by via Zoom Webinar link. Unregistered Stockholders are requested to notify the Company by email to [corpsec@apmciloilo.com](mailto:corpsec@apmciloilo.com) by 9 June 2024 of their intention to participate in the Meeting by remote communication. For validation purposes, unregistered Stockholders shall also provide the Company the following information: (i) name; (ii) address; (iii) telephone number.**

- 3. Only those Stockholders who have notified the company of their intention to participate in the Meeting by remote communication will be include in determining quorum, together with the Stockholders who voted in absentia and by proxy.**
- 4. Stockholders participating by remote communication will not be able to vote unless they register in the Online Voting Portal or authorize the Chairman to vote as proxy within the abovementioned period.**
- 5. Stockholders may send their question and/or comments prior to or during the meeting at corpsec@apmciloilo.com.**
- 6. The Company will endeavor to have a link to the recorded webcast of the Meeting posted on the Company's website and social media within 5 days from the date of the meeting. Stockholders shall have two (2) weeks from posting to raise the Company any issues, clarifications and concerns on the Meeting conducted.**

**For clarifications, please contact the Company's Office of the Corporate Secretary at corpsec@apmciloilo.com.**