



**METRO PACIFIC INVESTMENTS CORPORATION  
VIRTUAL ANNUAL STOCKHOLDERS' MEETING**

**REQUIREMENTS AND PROCEDURES  
FOR ELECTRONIC VOTING IN ABSENTIA**

Please be advised that the Annual Meeting of the stockholders of METRO PACIFIC INVESTMENTS CORPORATION will be held on Friday, 29<sup>th</sup> day of May 2020, 11 a.m.

In order to ensure the safety and welfare of our stockholders in light of the COVID-19 situation, the Company will dispense with the physical attendance of stockholders at the meeting and will allow attendance only by remote communication and by voting in absentia, or voting through the Chairman of the meeting as proxy.

**Registration Period**

Registration to vote in absentia or via an absentee ballot may be made through the Company's Electronic Voting in Absentia System at <https://mpivote-agm.com> (the "Website") from 9:00 a.m. of April 15, 2020 until 5:00 p.m. of May 22, 2020 (the "Registration Period"). Beyond this time and date, a Stockholder may no longer be allowed to participate in the Annual Meeting of the stockholders.

***Registration Requirements***

The following are needed for the online registration:

For individual Stockholders

1. The unique Stockholder ID to be secured by the stockholder from the Company's stock transfer agent. Stockholders may reach the Company's stock transfer agent within the Registration Period, Monday to Friday from 9:00 a.m. to 5:00 p.m. at:

STOCK TRANSFER SERVICES INC.

6784, Unit D 34F Rufino Pacific Tower, Ayala Avenue, Makati, 1200 Metro Manila

Telephone Number: (02) 8403 9853

Look for: Ms. Arlene Cuenta

(Email Address: [accuenta@stocktransfer.com.ph](mailto:accuenta@stocktransfer.com.ph) with a copy to [cpalmagil@picazolaw.com](mailto:cpalmagil@picazolaw.com))

2. Full name of the stockholder;
3. Valid and current email address;
4. Valid and current contact number, including the area code (landline or mobile number);
5. Citizenship/Nationality; and
6. Digital copy of the stockholder's valid and unexpired government-issued ID (in JPG format).

### For corporate Stockholders

1. Secretary's certificate or equivalent document (in case of a non-resident stockholder) attesting to the authority of the representative to vote for and on behalf of the corporation;
2. The unique Stockholder ID to be secured by the stockholder from the Company's stock transfer agent. Stockholders may reach the Company's stock transfer agent within the Registration Period, Monday to Friday from 9:00 a.m. to 5:00 p.m. thru the contact details provided above.
3. Full name of the stockholder's Authorized Representative;
4. Valid and current email address of the stockholder's Authorized Representative;
5. Valid and current contact number, including the area code (landline or mobile number) of the stockholder's Authorized Representative;
6. Citizenship/Nationality of the stockholder's Authorized Representative; and
7. Digital copy of the valid and unexpired government-issued ID of the stockholder's Authorized Representative (in JPG format).

### For Stockholders under Broker Accounts (PCD Nominees)

1. A broker's certification on the Stockholder's number of shareholdings (in JPG format) as of record date (April 29, 2020);
2. The unique Broker's ID to be secured by the stockholder from the broker;
3. Full name of the stockholder;
4. Valid and current email address;
5. Valid and current contact number, including the area code (landline or mobile number);
6. Citizenship/Nationality; and
7. Digital copy of the stockholder's valid and unexpired government-issued ID (in JPG format).

### **Online Registration Procedure**

1. Log in into the Electronic Voting in Absentia System at the Website using your unique Stockholder ID. Please ensure that you have prepared the necessary information and requirements.
2. Read the Data Privacy Notice in the Website. If you agree to its terms, please check the box signifying your consent to the processing of your personal information which shall be used only for purposes of the Annual Meeting of the stockholders.
3. Enter the information required in the respective fields and upload the digital copy of your valid government-issued ID. When all information and documents have been uploaded, please click the "Submit" button.

### **Reminders:**

- A stockholder's online registration cannot be completed if any of the mandatory requirements are not submitted.
- Only stockholders who submitted the complete requirements thru the Website by May 22, 2020, 5:00 P.M., are entitled to participate in the Annual Meeting of the MPI stockholders.
- Please take note of your Stockholder ID and Authentication Code and keep them in a safe place.
- In case of any issues relating to your registration in the Website, or in case you lost your Stockholder ID or Authentication Code, please send an email to [compliance@mpic.com.ph](mailto:compliance@mpic.com.ph).

### ***Verification of Stockholder Registrations***

The Company or its stock transfer agent shall verify the information and details submitted through the Electronic Voting in Absentia System, starting on April 30, 2020.

After verification of complete submission of the required information and documents, the stockholder shall receive an e-mail through the stockholder's registered e-mail address confirming registration in the Website. Such e-mail confirmation shall also contain a unique Authentication Code per stockholder and detailed instructions on how to participate and cast votes in the Annual Meeting of the stockholders.

Please call or contact the Company's stock transfer agent in case you have not received any notification by May 27, 2020.

### **Conduct of the Annual Meeting**

The Annual Meeting of the stockholders shall be broadcasted online. The procedure for online voting shall be emailed to the stockholders who successfully registered before the expiration of the Registration Period.

### **Data Privacy**

Each individual stockholder's (or that of the corporate stockholder's Authorized representative) data will be collected, stored, processed and used exclusively for the purposes of the Annual Meeting of the stockholders. Personal information will be processed in accordance with the Philippine Data Privacy Act of 2012 and applicable regulations. The detailed data privacy policy of the Company may be accessed in the Website.