

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

### I. ELECTRONIC VOTING IN ABSENTIA

1. Stockholders as of 25 July 2022 (“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 access the Online Registration Form that is found on the website [www.apmcbacolod.com](http://www.apmcbacolod.com)

The form is powered with Google Forms to validate the credentials that is stored in APMC database.

2. The deadline for registration to vote in absentia is 07 August 2022. 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 as proxy.
3. Stockholders should complete the online registration form and submit for validation. The following information must fill 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 07 August 2022.

Depending on the circumstances surrounding the prevailing COVID- 19 pandemic , the Corporation may allow electronic signature for the required documents, as applicable and upon prior notice as well as the notarization requirement. At the moment, the Corporation is requiring original signed and notarized copies of the Proxy Form which could be submitted via email.

4. The validation process will be completed by the Corporation. Once validated, the Stockholder will receive an email from the Corporation or the Online Voting Portal on their successful registration. The Stockholder will be required to enter the Voting Portal twice. The first attempt is prior to the start of the election for the purpose of attendance. Once the election committee announced that the casting of votes is open, the Stockholder may enter the voting app again.

5. The Definitive Information Statement and other meeting documents will be available on the website [www.apmcbacolod.com](http://www.apmcbacolod.com)
6. The Online Voting Portal consists of two election processes: the election of the Board of Directors and voting of agenda items. The election of Board of Directors and voting of agenda items will start at 8:00 AM 07 August 2022.
7. Registered Stockholders have until the adjournment of the meeting to cast their votes in absentia. 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 Voting Portal 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: For, Against or Abstain for the Board Resolutions. The vote is considered cast for all the registered Stockholders 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 Vote” 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 25 July 2022 (“Stockholders”) who registered in the Online Voting Portal can also participate in the Meeting on 14 August 2022 by remote communication by accessing the ZOOM Webinar link to be provided via email.
2. Stockholders as of 25 July 2022 who have not registered in the Online Voting Portal may still attend the Meeting remotely by the Zoom Webinar link. Unregistered Stockholders are requested to notify the Company by email to [acemcbacolod@gmail.com](mailto:acemcbacolod@gmail.com) by 01 August 2022 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 included 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 thru the link sent to their emails or authorize the Chairman to vote as proxy, on or before 07 August 2022 at 5:00 PM.
5. Stockholders may send their question and/or comments prior to or during the meeting at [acemcbacolod@gmail.com](mailto:acemcbacolod@gmail.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 [acemcbacolod@gmail.com](mailto:acemcbacolod@gmail.com).