

## REQUIREMENTS AND PROCEDURE FOR VOTING AND PARTICIPATION IN THE 2024 ANNUAL STOCKHOLDERS' MEETING OF

## ASIA PACIFIC MEDICAL CENTER- AKLAN INC.

Asia Pacific Medical Center-Aklan, Inc. will once again conduct a virtual **2024 Annual Stockholders' Meeting (ASM)** ("Meeting") on **14 June 2024, Friday at 9:00AM**. The virtual 2024 ASM will be conducted via Zoom Teleconference by accessing the Zoom Webinar Link to be provided via email to eligible shareholders.

Stockholders of record as of **25 May 2024**, are entitled to participate and vote in the **2024 ASM**.

The following procedures and requirements provide the ways in which the Company's stockholders can participate and vote in the **2024 ASM**.

## I. VOTING BY PROXY

- 1. Download and fill out the appropriate PROXY FORM.
- 2. Follow the instructions on how to cumulate or allocate votes in the election of directors.
- 3. The Chairman of the meeting, by default, is authorized to cast the votes pursuant to the instructions in the proxy form.
- 4. Send a scanned copy of the executed proxy through email to compliance@apmcaklan.com.
- 5. Deadline for submission of proxies is on **07 June 2024 at 1700H** to give time for the Proxy Validation and Tabulation Committee ("Committee") to review and validate the proxies received in accordance with the Company's Amended By-Laws.

## II. ELECTRONIC VOTING OR VOTING IN ABSENTIA

- 1. Stockholders **as of 25 May 2024**, have the option of electronic voting in absentia for the Election of Directors and on the matters in the Agenda after complete registration and successful validation.
- To access the online voting portal, stockholders are required the following information to the corporation by informing the Office of the Corporate Secretary through an email with subject titled- "2024 ASM ONLINE REGISTRATION" at <u>compliance@apmcaklan.com</u> for the registration:
  - a. Complete Name
  - b. Electronic Mail (email) Address (active and primary)
  - c. Mobile Contact Number (active and primary)
  - d. Birthdate
  - e. Tax Identification Number



NOTA BENE: Incomplete or inconsistent information may result in an unsuccessful registration. As a result, Stockholders will not be allowed 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 **1700H of 07 June 2024**.

- 3. The verification and validation of the submitted information will be completed by the Office of the Corporate Secretary. Once validated, the Stockholder will receive confirmation on their successful registration and at the same time their username and password to be used during their login. The email will also include the Agenda of the Meeting, Profile of the Nominees, and other pertinent documents. The four (4)-digit Verification Code will be sent through their registered email once the Stockholder has successfully logged in the ASM Online Voting Portal. The verification code will be specific to every Stockholder and will be used to further access the online voting portal.
- 4. For confidentiality purposes, the shareholders upon registering to the ASM Portal authorizes the Asia Pacific Medical Center- Aklan Inc., to use, collect and process information for legitimate purposes specifically for the 2024 Annual Stockholders' Meeting including the Election of the 2024 Board of Directors and to allow the authorized personnel to process the information.
- 5. To access the ASM Online Voting Portal, Stockholders must key in their **USERNAME** using their first and last name, no middle initials or space. The **PASSWORD** will require the first nine (9) digits of the stockholder's Tax Identification Number (TIN).
- 6. A four (4)-digit verification code shall then be sent to the registered email address of the Shareholder to be able to proceed as mentioned above. This process may take a couple of minutes depending on the email server.
- 7. Online voting portal shall be open on 27 May 2024 at 8AM until 5PM of 7 June 2024. Votes casted on these dates shall be tabulated and presented during the 2024 ASM as Official and Partial Results. The deadline for submission for registration to vote in absentia is on 07 June 2024. Beyond this date, Stockholders may no longer avail of the option to vote in absentia.
- Stockholders who have not registered in the Online Voting Portal may still attend the 2024 ASM remotely and will be allowed to vote during the Meeting provided that they notify the Company by email to <u>compliance@apmcaklan.com</u> from 11 June 2024 of their intention to participate in the Meeting by remote communication. Unregistered Stockholders must provide the necessary information

stated in Section



II.2 of this document to complete their registration for login and to cast their votes. Upon verification and validation by the Office of the Corporate Secretary, an email will be sent to the Stockholders providing their username and password to be used during their login.

- 9. Votes casted in the online voting portal from 8AM of 27 May 2024 until 5PM of 7 June 2024 will be tabulated and presented during the 2024 ASM as Official and Partial Results. On the other hand, votes casted on the day of the Meeting during the 2024 ASM through ASM Online Voting Portal and after the adjournment of the Meeting together with the votes received through proxy shall be tabulated and included in the Minutes of the 2024 ASM.
- 10. The ASM Online Voting Portal contains all the items listed in the Agenda as indicated in the Notice of the Meeting. The registered Stockholders may vote as follows:
  - a. For items other than the election of directors, stockholders have the option to vote: In Favor of (YES), Against (NO), or Abstain.
  - b. For the Election of Directors, there will be twelve (12) Regular Directors and three (3) Independent Directors to be elected. A shareholder owning 1 block of 10 shares has a total cumulative vote of 150 votes. A stockholder has the option to vote his shares for all nominees, not vote for any nominees, or vote for some nominees only, in such number of shares as the stockholder prefers, 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. The system will automatically compute the total number of votes the stockholder is allowed to cast, based on the number of shares the stockholder owns.
- 11. Once voting on the agenda items is finished, the registered Stockholder can proceed to submit the accomplished form by clicking the 'SUBMIT' button. After the ballot has been submitted, the stockholder may no longer change his vote. The Online Voting Portal will prompt the Stockholder to confirm the submission of the ballot. The votes casted in absentia will have equal effect as votes casted in person or by proxy.
- 12. Thereafter, the ASM Portal System will send a confirmation email to the stockholder once his/her votes have been recorded. If the registration cannot be verified due to lacking, incomplete, or unreadable documents or information, the stockholder will be notified through an email from the ASM Portal. The Company shall send a subsequent email to inform the stockholder of the actions or documentations needed to complete the registration.
- 13. Votes will be counted by the Voting Count System integral to the application and canvassed by the Proxy Validation and Tabulation Committee of the Corporation, in the presence of the Corporate Secretary. The Committee shall convene on 7:00 PM 10 June 2024 for partial canvassing of votes made through the online voting portal and votes casted in person or by proxy. Immediately after convening, the Board of Canvassers with the assistance of the Information Technology (IT) Team shall enter



the password to print the results of the online election. The results shall be placed in a sealed envelope. The Committee shall present to everyone present that the envelope received is sealed. The Committee shall then open the sealed envelope and read the results of the online election. The Committee shall sign the canvassed results and endorse the same to the Corporate Secretary. In no case shall the results be accessed prior to the Canvassing of results.

## III. ATTENDANCE IN THE 2023 ASM BY REMOTE COMMUNICATION

- 1. Stockholders as of **25 May 2024** ("Stockholders") who registered in the Online Voting Portal can also participate in the **2024 ASM** on **14 June 2024** by remote communication by accessing the Zoom webinar link to be provided via the Stockholders' registered email.
- 2. Stockholders who have not registered in the Online Voting Portal may still attend the 2024 ASM remotely. Unregistered Stockholders, however, are requested to notify the Company by email to compliance@apmcaklan.com by 8-10 June 2024 of their intention to participate in the Meeting by remote communication. For validation purposes, unregistered Stockholders shall provide the Company the information prescribed in Section II.2 of this document. Once validated, the Stockholder will receive confirmation on their successful registration, their username and password to be used during their login. A four (4)-digit verification code, specific to every Stockholder, will then be sent to the Stockholders' registered email and will be used to further access the online voting portal.
- 3. Only those Stockholders who have notified the Company between 8-10 June 2024 of their intention to participate in the Meeting by remote communication will be allowed to vote on the day of the Meeting and will be included in determining quorum.
- 4. Stockholders may send questions or remarks to the Company's email, <u>compliance@apmcaklan.com</u> prior to the meeting or during and until the adjournment of the Meeting through the **2024 Zoom Meeting Chatbox**.
- 5. The proceedings during the 2024 ASM will be recorded. A link to the recorded webcast of the Meeting will be 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 to the Company any issues, clarifications and concerns on the Meeting conducted.



For more questions and clarifications, stockholders may contact: The Office of the Corporate Secretary: +639178146042/ +639190963082/ 036-2682320

# PROCEDURE FOR ONLINE ELECTION SYSTEM IN THE 2024 ANNUAL STOCKHOLDERS' MEETING OF ASIA PACIFIC MEDICAL CENTER- AKLAN INC.

## **STEP O. PRELIMINARIES**

Please make sure that you have sent the necessary information, namely: Complete Name, Active Email Address, Active and Primary Mobile Number, Birthdate and Tax Identification Number to the Office of the Corporate Secretary via email with subject titled- **"2024 ASM ONLINE REGISTRATION**" at <u>compliance@apmcaklan.com</u> for registration. The above personal information will be used for your two-step authentication.

Once the verification and validation of the submitted information has been completed by the Office of the Corporate Secretary, the Stockholder will receive confirmation on their successful registration and at the same time their USERNAME and PASSWORD to be used during their login. The email will also include the Agenda of the Meeting, Profile of the Nominees, and other pertinent documents. The four (4)-digit Verification Code will be via email once the Stockholder has successfully login in the ASM Online Voting Portal. The verification code will be specific to every Stockholder and will be used to access the online voting portal.

#### **STEP 1. LOGIN**

Visit the Company's website (<u>http://www.asiapacificmedicalcenter-aklan.com/vote</u>) to login. You should see the page below. Provide your username and password from the email sent by the Company and click "**LOGIN**".



Dear valued shareholder, Welcome to Asia Pacific Medical Center (APMC) - Aklan Inc.'s Online Voting System. By logging in, you hereby authorize Asia Pacific Medical Center (APMC) - Aklan, Inc. to use, collect and process information for legitimate purposes specifically for the 2022 Annual Stockholders Meeting including the Election of the 2022 Board of Directors and allow authorized personnel to process the information. Username: Username: Password: Password:		
Username Password: Password	Dear valued shareholder; Welcome to Asia Pacific Medical Center (APMC) - Aklan Inc.'s Online Voting System. By logging in, you hereby authorize Asia Pacific Medical Center (APMC) - Aklan. Inc. to use collect and process information for legitimate purposes specifically for the 2022 Annual Stockholders Meeting including the Election of the 2022 Board of Directors and allow authorized personnel to process the information.	
Password		
	Password:	
submit	Password	
	submit	



You will then be prompted with the following page where you will have to choose the action that you want to perform. To cast a vote, click the "**VOTE**" button. This will trigger the verification page.

HE REFERENCE	
Please select an action:	
Zoom Link	
Voting Procedures	
2021 APMC Notice of Meeting	
2020 Minutes of the Annual Stockholder's Meeting	
Summary of Board Resolutions 2017 to July 4, 2021	
Vote	
Logout	

## **STEP 2. VERIFICATION**

After choosing the "**VOTE**" button, the following page will be displayed:

	Annual Meeting of Stockholders
Please enter the 4-digit ve	erification code we sent you via email:
for you to ro Kindly check your spam folder if it after 5 minutes, you r Please en	**md@yahoo.com as part of your security. It may take about 5 minutes eceive the verification code. is not in your inbox. If you do not receive the email may try again by clicking Besend Email. ter the 4 digit code below.
Proc	
Not yo	u? Click here to logout.
wright © 2022 ACE Medical Center - Aklan	



The page will ask for the 4-digit verification code sent to your registered email. Please open your email and check for the message from APMC Aklan < <u>no-reply@acemcaklan.com</u>>. It should be in your inbox, but if not found, kindly check your SPAM FOLDER. Here's how the email should look like:

	Verification Code for BOD Election		ē	Ø
0	ACE Medical Center Aklan «no-eeply@acemo-aklan.com» 2:39 PM (2k minutes aps) to me *	Ŷ	*	Ĩ
	Why is this message in spam? It is similar to messages that were identified as spam in the past.       Report not spam		đ	ļ
	Thank you for taking you time to vote for our board of directors. To complete your login process, kindly enter the verification of to the website.	ode I	belo	N
	5912			

Enter the number 4-digit verification number provided to the boxes on the voting portal, then click "**PROCEED**". If you did not receive an email, please click "**RESEND EMAIL**" button.

					Annual Meeting of Stockholders 202
	Please enter the	4-digit verifica	tion code we se	ent you via ema	ail:
We sent a ve	Kindly check your spa	nutes for you to recei m folder if it is not in inutes, you may try a Please enter the 4	ve the verification co your inbox. If you do gain by clicking Rese	ode. o not receive the ema	
	5	9	1	2	
		Proceed	Resend Email		
		Not you? Click	here to logout.		
		NOT YOU. CIER	nere to logout.		

#### HOW TO OPEN YOUR SPAM FOLDER

The Spam folder is usually hidden. You may open it by clicking on "**MORE**" button (1) from the list on the left side of your mail. Scroll down and you will see the Spam Folder (2). Click it and check the message sent by APMC Aklan < <u>no-reply@acemcaklan.com</u>> (3). From there, you may click "**REPORT NOT SPAM**" button so that you will not have problems receiving emails from the APMC-Aklan again.



≡ M Gmail	≡ M Gmail	
+ Compose	Compose	
Inbox 45	>> Important	
* Starred	Chats	
O Snoozed	Scheduled	
> Sent	All Mail	M Gmail Q in:spam
Drafts 1	Spam 2	
	Trash	
~ More	Categories	
Meet New	Meet New	Messages that have been in Spam more than 30 days will be auton
Start a meeting	Start a meeting	
Join a meeting	Join a meeting	🗌 🚖 ACE Medical Center . Verification Code for BOD Election - Thank you for taking yo
(1)	(2)	(3)

## **STEP 3. VOTING SELECTION**

You will then be prompted to choose on which item you will cast your vote: BOD Election or Agenda. Proceed to Step 4a to vote for BOD Election or Step 4b to vote or the Agenda.

Please cast your votes on the items below. An item with a <b>New</b> badge indicates that you haven't casted your vote yet. This button indicates that it has been filled. Please click the Logout button if you have casted your votes on all the items.
BOD Election New Agenda
Logout

## **STEP 4A. VOTING FOR ELECTION OF BOARD OF DIRECTORS**

There are two (2) ways of casting your vote. The default one, as shown below, is when your votes will be equally divided to all your selected candidates.



	Annual Meeting of Stockholders 2021
ELECTION OF BOARD OF DIRECTORS	
Instructions	
Hello,	
There will be twelve (12) directors and three (3) independent directors to be elected. You have a total cumulative votes of 51,000 votes for your 3,400 shares. You may cast such votes for all the nominees, or one nominee or some of the nominees only, in such number of votes as you prefer or none at all 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.	
To vote a candidate, simply click on the vote button. It will then change to selected. The system will notify you if you exceed the maximum number of candidates. If you want to change your selection, just click the selected button to deselect the candidate.	
Please note that your 3400 shares will be granted to all of your selected candidates. If you want to assign specific number of shares to a candidate, please click here.	
	Instructions Hello, There will be twelve (12) directors and three (3) independent directors to be elected. You have a total cumulative votes of 51,000 votes for your 3,400 shares. You may cast such votes for all the nominees, or one nominee or some of the nominees only, in such number of votes as you prefer or none at all 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. To vote a candidate, simply click on the vote button. It will then change to selected. The system will notify you if you exceed the maximum number of candidates. If you want to change your selection, just click the selected button to deselect the candidate. Please note that your 3400 shares will be granted to all of your

However, if you want to give a specific number of votes to your chosen candidate, please click on the link pointed by the arrow at the image above. Doing this will prompt the show the page below.



After selecting the voting method that you want to use, please click the "START" button.

#### **VOTING METHOD 1: EQUALLY DIVIDED VOTES**



Clicking the "START" button will display the page below:

ELECTION OF BOARD OF DIRECTORS	
Please choose up to 15 directors.     Base note that your 3400 shares will be granted to all of your selected candidates. If you want to assign specific number of shares to a candidate, please click here.     Image: the selected candidates of the selected candidates.     Image: the selected candidates of the selected candidates.     Image: the selected candidates. <	
Birthday: May 12, 1963 Civil Status: Married Associatly Training: Internal Medicine	

To select a candidate, simply click on the **"VOTE"** button. In doing that, the button will change to **"SELECTED"**. After selecting all your candidates, please click on **"NEXT"** and you will be brought to the summary page to review your vote.

#### **VOTING METHOD 2: GIVE SPECIFIC VOTES**

Clicking the "START" button will display the page below:





To give points to a candidate, you may use the buttons provided or you can also directly enter your preferred number of votes. Click **"NEXT"** button to review your votes.

## STEP 4A. SUMMARY & FINALIZING OF VOTES FOR ELECTION OF BOARD OF DIRECTORS

Clicking the **"NEXT"** button will display the summary page as shown below:

as your directors. Note that oints. Please click on <b>Submit</b>	u have selected the following you can give up to a maximum t to confirm your vote.	
Candidate	Votes	
Back	Submit	
	Candidate	Candidate Votes 0

Please click the **"BACK"** button if there are changes that you want to make or click **"SUBMIT"** if your votes are final and you do not want to change anything.

Upon clicking the on the **"SUBMIT"** button and you still have remaining votes to cast, the system will ask for a confirmation to continue. You may click on **"OK"** to proceed, or **"CANCEL"** to make changes to your votes.

You can still give 50 vote(s). Do y votes? Click OK to continue, Can		mitting your
	ОК	Cancel



If you have consumed all your votes, or if you click on **"OK"** button during the confirmation, the system will bring you to the page below, completing the voting process.

		Annual Meeting of Stockholders 2021
		of your choices has been sent to your email.
		Back to Selection Page
pyright © 2022 ACE Med	dical Center - Aklan	

## STEP 4B. VOTING FOR AGENDA

You will be presented with the instructions first. Click **"START"** button to begin.

	Annual Meeting of Stockholders 202
VOTING FOR THE AGENDA	
Instructions	
Hello,	
Please cast your vote for the agenda that follows. To vote, simply click on the dropdown list and select your choice.	
Start	



After clicking the **"START"** button, the page below will be displayed:

		Annual Meeting of Stockholders 2021
	VOTING FOR THE AGENDA	
Click	Please cast your vote. on the dropdown list and select your choice. 1. Approval of minutes of previous stockholders' meeting held last June 14, 2020 Yes Yes No Abstain 2. Approvar of the 2020 Annuar Report and Financial Statements Yes	
	3. Appointment of External Auditor	

Choose your vote for each agenda item, then click **"NEXT"** button. The summary page will then be displayed.

## STEP 5B. SUMMARY & FINALIZING OF VOTES FOR AGENDA

Clicking the **"NEXT"** button will display the summary page as shown below. Click the **"BACK"** button to change your vote, or the **"SUBMIT"** button to finalize it.



VOTING FOR THE AGENDA		
Summary		
, you have the following for the Agenda.		
Agenda	Vote	
1. Approval of minutes of previous stockholders' meeting held last June 14, 2020	Yes	
2. Approval of the 2020 Annual Report and Financial Statements	Yes	
3. Appointment of External Auditor	Yes	
4. Ratification of the Acts, Resolutions and Proceedings of the Board of Directors, Corporate Officers, and Management from 2020 up to July 4, 2020	Yes	
Back Submit		

After the confirmation, the system will bring you to the page below, completing your voting process.

	Annual Meeting of Stockholders 202
Thank you,	hoices has been sent to your email.
Ва	ack to Selection Page

For more questions and clarifications, stockholders may contact:

The Office of the Corporate Secretary: +639178146042/ +639190963082/036-2682320