

## **GUIDELINES FOR PARTICIPATING VIA REMOTE COMMUNICATION AND VOTING *IN ABSENTIA***

The 2024 Annual Stockholders' Meeting (ASM) of MacroAsia Corporation (the "Corporation") will be held on May 9, 2024 at 3:00 P.M. The Board of Directors of the Corporation has fixed April 8, 2024 as the record date for the determination of stockholders entitled to notice of, to attend, and to vote at the ASM and any adjournment thereof.

The Board of Directors of the Corporation has approved and authorized stockholders to participate in the ASM via remote communication and to exercise their right to vote *in absentia* or by proxy.

### **REGISTRATION**

The Annual Stockholders' Meeting will be streamed live.

Stockholders who wish to attend the ASM through remote communication must register on or before April 30, 2024 through the webpage portal available at <http://www.macroasiacorp.com/asm>.

Stockholders who intend to vote by proxy must also register through the webpage portal at <http://www.macroasiacorp.com/asm> and submit their duly accomplished proxy forms via email to [macasm@macroasiacorp.com](mailto:macasm@macroasiacorp.com), not later than April 24, 2024.

For registration purposes, the link will require stockholders to upload the following requirements and documents, subject to verification and validation:

#### **1. Individual Stockholders**

- 1.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others in order to validate the registration of the stockholder
- 1.2. Active e-mail address/es
- 1.3. Active contact number/s, with area and country codes

#### **2. Multiple Stockholders or with joint accounts**

- 2.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others in order to validate the registration of the stockholders
- 2.2. Active e-mail addresses of the stockholders
- 2.3. Active contact numbers, with area and country codes
- 2.4. Digital copy of an authorization letter executed by all named holders, authorizing a holder to vote for and on behalf of the account

#### **3. Corporate Stockholders**

- 3.1. Digital copy of the Secretary's Certificate (or equivalent for non-resident) attesting to the authority of the representative to vote for and on behalf of the corporation
- 3.2. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others to validate the registration of the authorized representative
- 3.3. Active e-mail address/es of the authorized representative

- 3.4. Active contact number of an authorized representative, with area and country codes

#### 4. PCD Participants/Brokers

- 4.1. Digital copy of the Secretary's Certificate (or equivalent for non-resident) attesting to the authority of the representative to vote for and on behalf of the PCD participant/broker
- 4.2. Digital copy of the certificate of shareholdings issued by the PCD/broker
- 4.3. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others to validate the registration of the authorized representative
- 4.4. Active e-mail address/es of the authorized representative
- 4.5. Active contact number of the authorized representative, with area and country codes

The documents will be validated by the Office of the Corporate Secretary, in coordination with PNB Trust, the Stock and Transfer Agent of the Corporation. Successfully registered stockholders will receive an email containing a link to the voting portal, log-in details, and other relevant information and instructions.

#### **ONLINE VOTING**

1. **Online voting must be completed on or before May 3, 2024.**
2. A successfully registered stockholder may access the voting portal through the link and using the log-in details emailed to them.
3. Upon accessing the portal, the stockholder can vote on each agenda item. A brief description of each item for stockholders' approval will be appended to the Notice of Meeting.

3.1 A stockholder has the option to vote "For", "No", or "Abstain" on each agenda item for approval.

3.2 For the election of directors, the stockholder has the option to vote for all nominees, withhold vote for any of the nominees, or vote for certain nominees only.

*Note: A stockholder may vote such number of his/her shares for as many persons as there are directors to be elected or he may cumulate said shares and give one candidate as many votes as the number of directors to be elected multiplied by the number of his shares shall equal, or he may distribute them on the same principle among as many candidates as he shall see fit, provided, that the total number of votes cast shall not exceed the number of shares owned by the stockholder.*

4. Once the stockholder has finalized his vote, he can proceed to submit his vote by clicking the "Submit" button. The stockholder cannot change and re-submit votes.
5. The Office of the Corporate Secretary shall tabulate all votes cast *in absentia*. SGV & Company, as the external auditor of the Corporation, will validate the results.

6. Stockholders who register on the website for voting *in absentia* are hereby deemed to have given their consent to the collection, use, storing, and processing of their personal data by the Corporation and any other relevant third party for the purpose of electronic voting *in absentia* during the Annual Stockholders' Meeting. Kindly refer to the attached Annual Stockholders' Meeting Privacy Statement.

#### **ASM LIVESTREAM**

The ASM will be broadcasted live and stockholders who have successfully registered will be provided access to participate via remote communication. Instructions on how to access the livestream will be posted at <http://www.macroasiacorp.com/asm>.

Pursuant to SEC Memorandum Circular No. 6, Series of 2020, please be informed that there will be an audio and video recording of the ASM, and will be made available to participating stockholders upon request.

#### **OPEN FORUM**

During the virtual meeting, the Corporation will have an Open Forum, during which, the meeting's moderator will read queries submitted by the stockholders in advance. Representatives of the Corporation shall endeavor to answer as many of the questions and comments received from stockholders as time will allow.

Stockholders should send their questions in advance by clicking the **Queries** tab found in the Annual Stockholder's Meeting page (<http://www.macroasiacorp.com/asm>) not later than May 3, 2024.

Questions/comments received but not entertained during the Open Forum due to time constraints will be addressed separately by the Corporation's Investor Relations Officer.

***For any concerns, please contact the Corporation's Investor Relations Department at (+632) 8840-2001 local 219 or via email at [macasm@macroasiacorp.com](mailto:macasm@macroasiacorp.com).***

***For complete information on the 2024 Annual Stockholders' Meeting, please visit <http://www.macroasiacorp.com/asm>.***