

**INTERNAL PROCEDURE**

**2024 ANNUAL STOCKHOLDERS' MEETING PROCEDURES FOR REGISTRATION AND PARTICIPATION VIA REMOTE COMMUNICATION**

1. Stockholders may register for the 20 December 2024 Annual Stockholders' Meeting by emailing the following information at **legal@fontana.com.ph** starting from 25 November 2024 to 10 December 2024:

For individual Stockholders:

- a. Complete Name (Last Name, First Name, Middle Name)
- b. Birthdate
- c. Address
- d. Mobile Number
- e. Phone Number
- f. Email Address
- g. Current photograph of the Stockholder, with the face fully visible (uploaded in PDF or JPEG format);
- h. Valid government-issued ID exhibiting the signature of the Stockholder (uploaded in PDF or JPEG format);
- i. For Stockholders with joint accounts: A scanned copy of an authorization letter signed by all Stockholders, identifying who among them is authorized to cast the vote for the account (uploaded in PDF or JPEG format);

For corporate/organizational Stockholders:

- a. SEC/DTI Registered Name
- b. Address
- c. Mobile Number
- d. Phone Number
- e. Email Address
- f. Complete Name (Last Name, First Name, Middle Name) of the individual authorized to cast the vote for the account (the "Authorized Voter")
- g. Current photograph of the individual authorized to cast the vote for the account (the "Authorized Voter")
- h. Valid government-issued ID of the Authorized Voter exhibiting his or her signature (uploaded in PDF or JPEG format)
- i. A scanned copy of the Secretary's Certificate or other valid authorization in favor of the Authorized Voter (uploaded in PDF or JPEG format)

Should the said Stockholders be unable to attend or vote but would like to be represented thereat, a duly filled out Proxy Form, together with the following information shall be emailed by the said Stockholder on or before 10 December 2024 to the Corporate Secretary at [legal@fontana.com.ph](mailto:legal@fontana.com.ph):

- a. Complete Name of authorized Proxy (*Last Name, First Name, Middle Name*)
  - b. Birthdate
  - c. Address
  - d. Mobile Number
  - e. Phone Number
  - f. Email Address
  - g. Current photograph of the Proxy, with the face fully visible (uploaded in PDF or JPEG format);
  - h. Valid government-issued ID of the Proxy exhibiting his or her signature (uploaded in PDF or JPEG format);
2. Upon verification, the Company shall send a reply email confirming the identity of the said individual or corporation/organization as a stockholder of the Company and its respective current shareholding as of the same date, together with the voting ballot for (i) approval of the items in the Agenda requiring stockholders' approval and (i) election of the members of the Board of Directors, including the Independent Directors for CY2024

The voting ballot shall be filled out, electronically signed, and emailed back to the Company on or before 18 December 2024

**THERE SHALL BE NO ONSITE VOTING DURING THE ANNUAL STOCKHOLDERS' MEETING ON 20 December 2024.**

3. Upon receipt of the ballot, the Company shall verify and tally the said votes and confirm via email reply to the Stockholder the receipt thereof, together with the Meeting ID and the Meeting Password.
4. For purposes of quorum, only the following Stockholders shall be counted as present:
  - a. Stockholder who have registered from 25 November 2024 to 10 December 2024; and
  - b. Stockholders who have sent their proxies via email on or before 10 December 2024
5. Questions and comments on the items in the Agenda **must** be sent [membership@fontana.com.ph](mailto:membership@fontana.com.ph). Questions or comments received on or before 18 December 2024 may be responded to during the meeting. Any additional inquiries or questions may be raised during the actual meeting via the ZOOM chat box and could be addressed upon discussion of Consideration of Such Other Business as May Properly Come Before the Meeting. Any question not answered during the meeting shall be answered via email