ANNEX A – Procedure for Nomination

1. Qualifications of the Candidates for Nomination and Election.

   Any stockholder of the Corporation (i) who is active and in good standing for at least two (2) years, or (ii) who is currently serving as a corporate officer of the Corporation holding the position of Manager or its equivalent, before the Nomination and Compensation Committee ("Committee") opens the floor for nomination and election of the Directors of the Corporation may be nominated as a candidate.

   In addition, he or she must possess the following qualifications:
   a. Must be of good standing and without any unpaid subscription to the Corporation; and
   b. Must not have a negative record regarding his/her ethical behavior.

2. Nominations for Directors of the Corporation.

   a. **Opening of the Floor for Nominations**. The President of the Corporation shall announce through the Committee before the scheduled Special Stockholders' Meeting of the Corporation that the floor for the nomination of the Directors. Such announcement of the Committee shall be announced through the public disclosures in the Philippine Stock Exchange.

   b. **Nomination Requirements**. Any active and regular stockholders of the Corporation may nominate a maximum of three (3) candidates. Nomination must be done in writing together with the information required by the Committee as may be included in the said announcement.

      The Committee can adopt other nomination requirements provided they are in accordance with the Corporation's By-laws and with the principles of this Policy.

   c. **Nomination Process**. Any active and regular stockholders of the Corporation shall send the nominations to the Committee via the email account included in the announcement.

      For the verification of the said nomination made, the following details shall be provided:

      For individual Stockholders:
      - Complete Name (Last Name, First Name, Middle Name);
      - Birthdate;
      - Address;
      - Mobile Number;
      - Phone Number;
      - Email Address;
      - Current photograph of the Stockholder, with the face fully visible (uploaded in PDF or JPEG format);
      - Valid government-issued ID exhibiting the signature of the Stockholder (uploaded in PDF or JPEG format);

- 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:

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

d. **Nomination Period and the Close of the Floor for Nominations**. The Committee shall accept nominations until the close of the floor thereof. The floor for nomination shall close at least three (3) business days after the said announcement made by the Committee.

e. **Screening of Nominees**. The Committee, upon receiving the nomination, will immediately screen the nominees based on the eligibility rules mentioned above. The Committee can adopt other screening criteria provided they are in accordance with the Corporation's By-Laws and with the principles of this Policy.

The Committee shall inform the nominee of his/her nomination in writing or via email. The nominee must accept in writing to acknowledge the nomination and affirm his/her intention to pursue office. This acceptance document (signed document or email) must be forwarded to the Committee within five (5) working days from receipt of such notice thereof. The Committee can only include in the candidates' roster those who have acknowledged and accepted their nominations.

f. **Candidates Profiles**. The Committee shall request the candidates to fill out a profile sheet to gather information about their personal and professional background. At least two (2) weeks after the close of the floor for nominations, the Committee shall include the approved nominees in the appropriate Information Statement to be distributed to the Corporation's stockholders.