

APPENDIX A
PROCEDURE FOR VOTING AND PARTICIPATION
VIA REMOTE COMMUNICATION

Cirtek Holdings Philippines Corporation (the "Corporation") shall be conducting its 2020 Annual Stockholders' Meeting ("ASM") on 30 July 2020, at 10:30 A.M., via remote communication. In this regard, stockholders of record as of 2 July 2020 shall be entitled to attend, participate, and vote in the ASM, in accordance with the procedure outlined below:

I. VOTING IN ABSENTIA

1. The Stockholders who would like to vote in absentia shall register at :
https://zoom.us/webinar/register/WN_7yhwl2lOQVCuueUt2kYnEg
from 9 July 2020 to 21 July 2020, where they will be asked to provide the following information:
 - a. For individual Stockholders
 - i. Full name;
 - ii. Address;
 - iii. Birthdate;
 - iv. Email address;
 - v. Phone number;
 - vi. Mobile number;
 - vii. Current photograph, with face fully visible;
 - viii. Scanned copy of valid Government-issued ID;
 - ix. For Stockholders with joint accounts, a scanned copy of an authorization letter signed by the other Stockholders, indicating who among them is authorized to cast the vote for the account; and
 - x. For Uncertificated Stockholders, certification from their brokers attesting to the number of shares they are holding.
 - b. For corporate Stockholders
 - i. Corporate name;
 - ii. Address;
 - iii. Email address;
 - iv. Phone number;
 - v. Mobile number;
 - vi. Scanned copy of the notarized Secretary's Certificate or Board Resolution authorizing the representative of the corporation to cast the vote;
 - vii. Current photograph of the representative authorized to cast the vote for the corporation, with face fully visible;
 - viii. Scanned copy of valid Government-issued ID of the authorized representative; and
 - ix. For Uncertificated Stockholders, certification from their brokers attesting to the number of shares they are holding.

The submissions of Stockholders shall immediately be validated by the Stock and Transfer Agent of the Corporation, in coordination with the Corporate Secretary.

1. Upon validation, the Stockholder will receive an e-mail for the link to join the meeting. The Stockholder may download the Voting Form at <http://www.cirtekholdings.com/content/investor-relations/asm-2020/> to be submitted to the Office of the Corporate Secretary, Atty. Everlene O. Lee, at the following e-mail address: corporate_secretary@cirtek.ph to be able to cast his/her vote in all the matters included in the agenda of the Corporation's ASM.

Registered Stockholders shall be allowed to vote until 21 July 2020, 10:00 a.m. The votes shall be considered cast for all the shares of the Stockholder.

2. The Stockholders who register and vote *in absentia* are deemed to have given their permission to the collection, use, transfer, disclosure, sharing, storage, and other forms of processing (collectively "Processing"), by the Corporation or any relevant third party, of the personal data they have provided. The Processing of the Stockholders personal data shall be used for the purpose of voting *in absentia* during the ASM, including for any reason necessary or incidental thereto.

II. VOTING BY PROXY

The Stockholders of the Corporation may also vote by completing the proxy form downloadable at the link: <http://www.cirtekholdings.com/content/investor-relations/asm-2020/> The completed and signed proxy form shall be submitted by the Stockholder to the Corporation's Stock and Transfer Agent, through electronic mail and/or personal service, from **9 July 2020 until 21 July 2020, 10:00 A.M.** Please refer to the details provided below:

Through Electronic Mail:

corporate_secretary@cirtek.ph

Through Personal Service:

116 EAST MAIN AVENUE, PHASE V-SEZ, LAGUNA TECHNOPARK BIÑAN, LAGUNA, 4024

Fax : (63) 49-541-2317

Contact Person: Justin Liu – Corporate Information Officer

For the purpose of validation, the Stockholder must include the following in transmitting the completed and signed proxy form:

- a. Full name of contact person;
- b. Phone number of contact person;
- c. Mobile number of contact person;
- d. Scanned copy of valid government-issued ID of the Stockholder and his/her appointed proxy (if not the Chairman of the Corporation); and
- e. For corporate Stockholders, in addition to the above, scanned copy of Secretary's Certificate or Board Resolution authorizing the representative to act as the proxy.

III. TABULATION OF VOTES

Thereafter, the Stock and Transfer Agent of the Corporation shall tabulate the votes cast *in absentia* and by proxy. The results shall be confirmed by the Corporation's independent auditors, R.S. Bernaldo & Associates.

The total votes made *in absentia* and by proxy, as well as the number of shares represented by the same, shall be announced during the ASM.

IV. PARTICIPATION IN THE 2020 ASM THROUGH REMOTE COMMUNICATIONS

2. The Stockholders may attend the meeting on **30 July 2020, at 10:30 A.M.**, through the link to be provided. The ASM shall be broadcasted live via Zoom, which may be accessed either through a web browser or the Zoom mobile application.
3. The Stockholders who have not voted *in absentia* or submitted their proxies may still attend the ASM through the link provided above. However, to be included in the determination of the quorum, they must notify the Corporate Secretary or Stock and Transfer Agent of the Corporation of their intention to attend the ASM by registering at the link:
https://zoom.us/webinar/register/WN_7yhwl2lOQVCueUt2kYnEg
starting 9 July 2020 up to 21 July 2020. Stockholders (or their proxies) whose registration are validated will receive an email containing their usernames and passwords, along the instructions on how to participate in the Zoom virtual meeting.
4. Uncertificated stockholders (those who hold shares through PCD Nominee accounts), should submit a certification from their brokers attesting to the number of shares they are holding together with a scanned copy of valid ID by email to the Office of the Corporate Secretary, Atty. Everlene O. Lee, at the following e-mail address: corporate_secretary@cirtek.ph
5. The Proxy Form, Information Statement, Audited Financial Statements and Quarterly Financial Statements can be downloaded via the Company website:
<http://www.cirtekholdings.com/content/investor-relations/asm-2020/>
6. In view of the foregoing, the quorum for the ASM shall be determined based on the following:
 - a. The Stockholders who were validated and voted *in absentia*;
 - b. The Stockholders who submitted their proxy forms and were validated; and
 - c. The Stockholders who notified the Corporate Secretary of their intention to attend the ASM and were validated.
7. During the ASM, Stockholders will be given the opportunity to raise any questions or comments, by submitting the same in a chat box that will be made available to them throughout the live broadcast. The Corporation shall acknowledge, read out loud, and address such questions or comments.

The Stockholders are, however, encouraged to furnish all questions, concerns, or comments to the Corporation prior to the ASM, by emailing the same to the to the Corporate Secretary at corporate_secretary@cirtek.ph by 27 July 2020. These questions, concerns, or comments shall be answered during the 2020 ASM. Any unanswered questions shall be addressed via email.