



CIRTEK

Holdings Philippines Corporation

NOTICE OF THE ANNUAL MEETING OF THE STOCKHOLDERS OF CIRTEK HOLDINGS PHILIPPINES CORPORATION

TO ALL STOCKHOLDERS:

NOTICE IS HEREBY GIVEN that the annual meeting of stockholders of **CIRTEK HOLDINGS PHILIPPINES CORPORATION** will be held at 116 EAST MAIN AVENUE, PHASE V-SEZ, LAGUNA TECHNOPARK, BIÑAN, LAGUNA, 4024 on **Thursday, 30 July 2020, at 10:30 a.m.** The meeting will be conducted virtually and registration can be accessed through the following link: https://zoom.us/webinar/register/WN_7yhwL2IOQVCuueUt2kYnEg

The Agenda of the Annual Meeting is as follows:

1. Call to Order
2. Certification of Service of Notice and Existence of Quorum
3. Approval of the Minutes of the Previous Annual Stockholders' Meeting Held on 31 May 2019
4. President's Report
5. Presentation and Approval of the Audited Financial Statements for the Year Ended 31 December 2019
6. Approval of the Increase in the Authorized Capital Stock, the Sale of the Increase in Common Shares and Preferred B Shares By Way of Public Offering or Private Placement Transaction, and Delegation of Authority to the Board of Directors.
7. Ratification of All Acts of the Board of Directors and Management
8. Election of Nine (9) Directors (including Three (3) Independent Directors)
9. Appointment of External Auditors
10. Other Business
11. Adjournment

The Board of Directors has fixed **2 July 2020** as the record date for determining the stockholders entitled to notice of, and to vote at the Annual Meeting. Only holders of shares of stock as of the record date will be entitled to vote at the Annual Meeting. The stock and transfer books of the Company will be closed 20 days prior to the meeting.

Given the current circumstances and pursuant to the rules issued by the Philippine government prohibiting mass gathering, stockholders may only attend the meeting by remote communication.

IF YOU DO NOT EXPECT TO ATTEND THE ANNUAL MEETING, YOU MAY EXECUTE AND SEND A PROXY FORM TO THE OFFICE OF THE CORPORATION AT **116 EAST MAIN AVENUE, PHASE V-SEZ, LAGUNA TECHNOPARK, BIÑAN, LAGUNA, 4024** or by e-mail to corporate_secretary@cirtek.ph. THE DEADLINE FOR THE SUBMISSION OF PROXIES IS ON **21 July 2020, 10:00 A.M.**

PROXY VALIDATION WILL BE ON **21 July 2020, 10:00 A.M.** AT **116 EAST MAIN AVENUE, PHASE V-SEZ, LAGUNA TECHNOPARK, BIÑAN, LAGUNA, 4024.**



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Stockholders intending to participate by remote communication should notify the Corporation by email to corporate_secretary@cirtek.ph on or before **21 July 2020, 10:00 A.M.**

Stockholders may vote electronically *in absentia*, subject to validation procedures.

The procedures for participating in the meeting through proxy, remote communication and for casting their votes *in absentia* are set forth in the Information Statement.

EVERLENE O. LEE
Corporate Secretary