



**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 Stockholders' Meeting of **CIRTEK HOLDINGS PHILIPPINES CORPORATION** (the "Corporation") will be held at 116 EAST MAIN AVENUE, PHASE V-SEZ, LAGUNA TECHNOPARK, BIÑAN, LAGUNA, 4024 on **Friday, 31 May 2024, at 10:30 a.m.** The meeting will be conducted virtually and registration can be accessed through the following link: https://us06web.zoom.us/meeting/register/tZ0uc-yrrTMiE9UX-_rEFKZQtgzImAAxOLoW.

The Agenda of the Annual Stockholders' 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 Annual Stockholders' Meeting held on 26 May 2023
4. President's Report
5. Presentation and Approval of the Audited Financial Statements as of and for the Year Ended 31 December 2023
6. Ratification of All Acts of the Board of Directors and Management
7. Election of Nine (9) Directors (including Three (3) Independent Directors)
8. Appointment of External Auditors
9. Other Business
10. Adjournment

The Board of Directors has fixed **03 May 2024** as the record date for determining the stockholders entitled to notice of, and to vote at the Annual Stockholders' Meeting. Only holders of shares of stock as of the record date will be entitled to vote at the Annual Stockholders' Meeting. The stock and transfer books of the Company will be closed twenty (20) days prior to the meeting.

Pursuant to the Board Resolution approving the holding of the 2024 Annual Stockholders' Meeting via remote communication, issued in accordance with Securities and Exchange Commission ("SEC") Memorandum Circular No. 6, Series of 2020, the Annual Stockholders' Meeting will be held via remote communication.

IF YOU DO NOT EXPECT TO ATTEND THE ANNUAL STOCKHOLDERS' 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 May 2024, 10:00 A.M.**

PROXY VALIDATION WILL BE ON **21 MAY 2024, 10:00 A.M.** AT **116 EAST MAIN AVENUE, PHASE V-SEZ, LAGUNA TECHNOPARK, BIÑAN, LAGUNA, 4024.**

Stockholders intending to participate should notify the Corporation by email to **corporate_secretary@cirtek.ph** on or before **21 May 2024, 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.


DYAN DANIKA G. LIMONG
Corporate Secretary