

APPENDIX A
PROCEDURE FOR VOTING AND PARTICIPATION
VIA REMOTE COMMUNICATION

Cirtek Holdings Philippines Corporation (the "Corporation") shall be conducting a Special Stockholders' Meeting ("SSM") on 27 November 2020, at 10:30 A.M., via remote communication. In this regard, stockholders of record as of 29 October 2020 shall be entitled to attend, participate, and vote in the SSM, in accordance with the procedure outlined below:

I. VOTING VIA REMOTE COMMUNICATION OR IN ABSENTIA

1. The Stockholders who would like to vote via remote communication or in absentia shall register at: <http://www.cirtekholdings.com/content/investor-relations/special-stockholders-meeting-2020> from 3 November 2020 to 18 November 2020, 10:00 a.m., 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/Mobile number;
 - vi. Current photograph, with face fully visible;
 - vii. Scanned copy of valid Government-issued ID;
 - viii. 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
 - ix. 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/Mobile number;
 - v. Scanned copy of the notarized Secretary's Certificate or Board Resolution authorizing the representative of the corporation to cast the vote;
 - vi. Current photograph of the representative authorized to cast the vote for the corporation, with face fully visible;
 - vii. Scanned copy of valid Government-issued ID of the authorized representative; and
 - viii. 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.

2. Upon validation, the Stockholder will receive an e-mail for the link to join the meeting.
3. The Stockholder may then download the Voting Form at the link below: <http://www.cirtekholdings.com/content/investor-relations/special-stockholders-meeting-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 SSM.

Registered Stockholders shall only be allowed to vote until 18 November 2020, 10:00 a.m. Only the votes submitted by the said date and time shall be tallied. The votes shall be considered cast for all the shares of the Stockholder.

4. The Stockholders who register and vote via remote communication or *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 via remote communication or *in absentia* during the SSM, 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/special-stockholders-meeting-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 **3 November 2020 until 18 November 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/Mobile number of contact person;
- c. Scanned copy of valid government-issued ID of the Stockholder and his/her appointed proxy (if not the Chairman of the Corporation); and
- d. 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 via remote communication, *in absentia* and by proxy. The results shall be confirmed by the Corporation's independent auditors, R.S. Bernaldo & Associates.

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

IV. PARTICIPATION IN THE 2020 SSM THROUGH REMOTE COMMUNICATIONS

1. The Stockholders may attend the meeting on **27 November 2020, at 10:30 A.M.**, through the link to be provided. The SSM shall be broadcasted live via Zoom, which may be accessed either through a web browser or through the Zoom mobile application.
2. The Stockholders who have not voted via remote communication, *in absentia* or submitted their proxies may still attend the SSM through the link provided above provided they are duly validated as stockholders of record. 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 SSM by registering at the link <http://www.cirtekholdings.com/content/investor-relations/special-stockholders-meeting-2020> starting 3 November 2020 up to 18 November 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.
3. 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
4. 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/special-stockholders-meeting-2020>
5. In view of the foregoing, the quorum for the SSM 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 SSM and were validated.