



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, 27 May 2022, at 10:30 a.m.** The meeting will be conducted virtually and registration can be accessed through the following link: https://us06web.zoom.us/webinar/register/WN_v0RY9_k0QKy8BHV64gGqOA

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 Special Stockholders' Meeting held on 1 October 2021
4. President's Report
5. Presentation and Approval of the Audited Financial Statements as of and for the Year Ended 31 December 2021
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 **28 April 2022** 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.

Given the current circumstances brought about by Coronavirus Disease 2019 and pursuant to the Board Resolution approving the holding of the 2022 Annual Stockholder's 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 **20 May 2022, 10:00 A.M.**

PROXY VALIDATION WILL BE ON **20 MAY 2022, 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 **20 May 2022, 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. LIM - ONG
Corporate Secretary