



2020 Annual Shareholders' Meeting and Election Registration Guidelines

In light of and due to the persisting community quarantine measures imposed on several regions and provinces in the country the 2020 Annual Shareholders' Meeting ("ASM") shall be held via remote communication allowing shareholders to exercise their rights to vote *in absentia*. This is pursuant to the provisions of the Revised Corporation Code of the Philippines and SEC Memorandum Circular No. 6, series of 2020.

The Annual Shareholders' Meeting and Election will be held on **December 12, 2020 at 10:00AM** through Zoom Webinar. Registration period for participation in the ASME shall commence from **8:00AM of December 5, 2020 to 5:00PM of December 10, 2020** only. Shareholders/proxies must submit the following documentary requirements **along with the registration form** to signify their intent to participate in the ASME:

a.) For Shareholders:

- 1.) Any of the following valid government-issued ID's with shareholder/nominee/proxy's photo, signature and preferably residential address:
 - Driver's License
 - Unified Multipurpose ID
 - PRC ID
 - Passport

b.) For Corporate Shareholders:

- 1.) A duly notarized Secretary's Certificate of the board resolution appointing and authorizing the named representative as its nominee to attend the ASME;
- 2.) One (1) valid government-issued ID

c.) For Proxies:

- 1.) One (1) valid government-issued ID

Clear copies of the registration form and documentary requirements must be submitted in JPG or PDF format via email, Viber or Facebook. Shareholders/proxies may also send their registration form and documentary requirements via courier.

- **Email:** orchardasme2020@gmail.com
- **Viber:** 0917-883-4749
- **Messenger:** Orchard ASME 2020
- **Courier:** Membership Department
The Orchard Golf & Country Club
Km. 27 Aguinaldo Highway
Salawag, Dasmarias City, Cavite 4114

An email confirmation shall be sent by the Secretariat within forty-eight (48) hours from the receipt of registration form and documentary requirements. Upon successful registration, the Secretariat shall send the link to the Zoom Webinar and the official ballot form to the e-mail address indicated in the registration form. Accomplished ballots must be sent on or before **10:30 AM of December 12, 2020** to orchardasme2020@gmail.com. If you have not received any email reply within the said period, please call the following numbers: (02) 8982-2000 loc. 2121 or 2120/ 0917-883-4749.