



The Orchard Golf & Country Club, Inc.
NOTICE OF THE ANNUAL SHAREHOLDERS' MEETING OF 2023

To All Members-Shareholders:

The 2023 Annual Shareholders' Meeting and Election of Directors ("ASME") will be held through a hybrid format which would be **in person and via remote communication through Zoom Meeting at 10:00 A.M. on 14 October 2023.**

The following agenda shall be taken up in the meeting:

1. Proof of the required notice of the meeting or waiver of such notice;
2. Proof of the presence of a quorum;
3. Appointment of Inspectors of Election to serve until the close of the meeting;
4. Reading and approval of the minutes of the last meeting;
5. Report of the President;
6. Election of Directors;
7. Unfinished business;
8. Appointment of External Auditors;
9. Approval of Acts of Management;
10. Approval of Proposed Amendment to the By-Laws;
11. Other matters; and
12. Adjournment.

Your attendance and participation in the meeting is encouraged. **The registration period for participation via remote communication will run for seven (7) days from 8:00 A.M. on 3 October 2023 to 5:00 P.M. of 10 October 2023.**

Shareholders must notify the Corporate Secretary through the Secretariat of their intention to participate in the ASM via remote communication, and to exercise their right to vote *in absentia* by no later than 5:00 P.M. of 10 October 2023, by sending the documentary requirements addressed to the Secretariat via:

- (a) Email to orchardasme2023@gmail.com;
- (b) Special courier to Km. 27 Aguinaldo Highway, Salawag, Dasmariñas City, Cavite;
- (c) Viber through 0917 883 4749 and
- (d) Facebook Messenger through direct message Orchard ASME 2023.

In the event that you will be unable to attend the meeting, kindly submit a duly accomplished proxy form, a copy of which is enclosed. Please be advised that all proxies must be submitted to the Club on or before **5 P.M. on 2 October 2023**. Proxies may be submitted physically to the Secretariat, or by email with subject "Proxy – Name of the Shareholder and Name of the Proxy". The proxy form shall contain the wet or manual signature of the shareholder.

Address: The Orchard Election Committee
c/o The Membership Office
The Orchard Golf & Country Club
Aguinaldo Highway, Dasmariñas City, Cavite

Email: billingtheorchard@gmail.com; or
orchardasme2023@gmail.com

The proxy validation shall be held on 9 October 2023.

The Official Ballot will be given to each regular member in good standing upon registration prior to the meeting. Only Official Ballots issued by the Club shall be recognized.

Shareholders may vote in person, through remote communication or in *absentia* as soon as they have successfully registered and have received the official ballot, and until **10:30 A.M. on 14 October 2023**, the day of the meeting. Any votes sent and/or received thereafter shall not be counted.

Copies of the Club's Financial Statements and By-laws are available upon request at the Membership Office. Guidelines for registration, participation via remote communication and voting in *absentia*, submission of proxies, and other information regarding the 2023 ASM is available at www.theorchardgolf.com/2023asme.

Thank you.

JON P. ALAMIS
Second Asst. Corporate Secretary