



## 2023 Annual Shareholders' Meeting and Election Registration Guidelines

The 2023 Annual Shareholders' Meeting and Election ("ASME") shall be held on **October 14, Saturday**, at **10:00AM** in person and via remote communication, pursuant to the provisions of the Revised Corporation Code of the Philippines and SEC Memorandum Circular No. 6, series of 2020.

The registration period for virtual participation in the ASME shall commence from **8:00AM** of **October 3** to **5:00PM** of **October 10**. 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 IDs 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:** [orchardasme2023@gmail.com](mailto:orchardasme2023@gmail.com)
- **Viber:** 0917-883-4749
- **Messenger:** Orchard ASME 2023
- **Courier:** Membership Department  
The Orchard Golf & Country Club  
Km. 27 Aguinaldo Highway  
Salawag, Dasmariñas 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 Zoom link 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 October 14, Saturday** to [orchardasme2023@gmail.com](mailto:orchardasme2023@gmail.com). If no email reply has been received within the said period, please call the following numbers: (02) 8982-2000 loc. 2121 or 2120/ 0917-883-4749.