The Orchard Golf & Country Club, Inc.
NOTICE OF THE ANNUAL SHAREHOLDERS' MEETING OF 2025

To All Members-Shareholders:

The 2025 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** at **10:00 A.M.** on Saturday, **11 October 2025**.

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. Other matters; and
11. Adjournment.

Your attendance and participation in the meeting is encouraged. **The Registration Period for participation via remote communication run for two (2) days from October 8 to 9, 2025, 8:00AM to 5:00PM.**

Shareholders must notify the Corporate Secretary through the Secretariat of their intention to participate in the ASME via remote communication, and to exercise their right to vote *in absentia* by no later than 5:00 P.M. of 9 October 2025, by sending the documentary requirements addressed to the Secretariat via:

(a) Email to orchardasme2025@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 2025.

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 6 October 2025**. 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 Km.27 Aguinaldo Highway, Salawag, Dasmariñas City, Cavite
Email:	billingtheorchardgolf@gmail.com; or orchardasme2025@gmail.com

Proxy validation shall be held on 9 October 2025.

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 11 October 2025**, 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 2025 ASME are available at *www.theorchardgolf.com/2025asme.*

Thank you.

CHILES MEGAN AREÑO
Second Asst. Corporate Secretary