



## **GUIDELINES FOR THE 2025 ANNUAL GENERAL MEETING OF TVI PACIFIC, INC.**

As provided in the Notice to Stockholders, the Company's Annual General Meeting on **27 June 2025, Friday, 11:00 A.M. Manila Time**, shall be held via remote communication using the Zoom application. To participate, Stockholders are requested to register by sending the following requirements to [fressie.glemao@tvird.com.ph](mailto:fressie.glemao@tvird.com.ph) no later than **25 June 2025, 5:00 pm, Manila time**.

### **REGISTRATION**

#### **a. For individual Stockholders**

- A Scanned copy of the front and back portions of the Stockholder's valid government-issued photo ID with residential address.  
(This must be in a digital, JPG format with a file size no longer than 2MB. Valid government-issued photo IDs include the following:  
Driver's License, Passport);
- Valid and active e-mail address;
- Valid and active contact number (landline or mobile number)

#### **b. For Stockholders with Joint accounts**

In addition to the above requirements, a scanned copy of the authorization letter signed by all Stockholders providing who among them is authorized to cast the vote for the account.  
(This must be in a digital JPG format with a file size no larger than 2MB)

#### **c. For Corporate Stockholders**

- A scanned copy of a Secretary's Certificate attesting to the authority of the representative to vote for and on behalf of the Corporation.  
This must be in a digital, JPG format with a file size no larger than 2MB;
- A scanned copy of the front and back portions of the valid government-issued photo ID of the Stockholder's representative with residential address, This must be in a digital, JPG format with a file size no larger than 2MB; Valid government-issued photo IDs include the following:
- Driver's License, Passport;
- Valid and active email address of the Stockholder's representative;
- Valid and active contact number of the Stockholder's representative (landline or mobile number)

**d. For Stockholders represented by Proxy or authorized person**

In addition to the above requirements for the stockholder, the same requirement shall be submitted by the Proxy or authorized person together with the scanned copy of the Proxy Form or an authorization letter signed by the Stockholder to cast the vote for the account.

This must also be in a digital, JPG format with a file size no larger than 2MB.

**e. For Stockholders under Broker accounts**

- A scanned copy of the broker's certification, signed by the duly authorized signatory/ies, regarding the Stockholder's number of shareholdings.  
This must also be in a digital, JPG format with a file size no larger than 2MB;
- A scanned copy of the front and back portions of the Stockholder's valid government-issued photo ID with residential address.  
This must be in a digital, JPG format with a file size no larger than 2MB. Valid government-issued photo IDs include the following:
  - Driver's License, Passport;
  - Valid and active e-mail address;
  - Valid and active contact number (landline or mobile number)

**Reminders:**

- All successfully registered Stockholders will receive an electronic invitation via email containing the Meeting link and Password, including the rules and procedures for the meeting.
- We advise all Stockholders to log onto the meeting link at least 45 minutes before the meeting starts, to avoid any technical difficulty.  
The meeting broadcast will start promptly at 11:00 AM (Manila time).
- Only Stockholders who have notified the Company of his/her/its intention to participate in the Meeting by remote communication, have registered therewith or sent in their proxies, will be included in the determination of the existence of a quorum.

**QUESTIONS:**

Inquires and/or comments limited to the items in the Agenda of the Meeting may sent to [fressie.glemao@tvird.com.ph](mailto:fressie.glemao@tvird.com.ph) on or before **25 June 2025, 05:00 pm, Manila Time**.