

**HERITAGE PARK MANAGEMENT CORPORATION**  
**2023 ANNUAL CERTIFICATEHOLDERS' MEETING**  
**15 December 2023 at 10:00 a.m. through remote communication**

**Guidelines for Participating through Remote Communication and  
Voting in Absentia and through Proxy**

A. Attendance by Remote Communication and Voting in Absentia

1. Certificateholders intending to participate by remote communication and/or voting in absentia should notify the Office of the Corporate Secretary through a Letter of Intent ("LOI") to be sent via e-mail to HeritageParkACM@rmmi.com.ph on or before 13 December 2023, complete with the following requirements for validation purposes:

- 1.1 Indicate the following required information:

- 1.1.1 Complete Registered Name
- 1.1.2 Complete Registered Residential/Mailing Address
- 1.1.3 Active e-Mail Address
- 1.1.4 Active Mobile Number
- 1.1.5 Active Landline Number

- 1.2 Attach e-copy/scanned copy of one (1) valid ID with photo and signature (scanned front and back)

2. The Office of the Corporate Secretary shall forward the email containing the LOI and its attachments to the Company's transfer agent, Bernaldo Directo & Po Law Offices ("BDP"). The validation process will be completed by BDP no later than one (1) business day from its receipt of the LOI. The Company and/or the transfer agent reserve the right to request for additional information and documents, as needed/necessary. Moreover, electronic signature for the required documents shall be allowed.

3. Once validated/verified, a certificateholder shall be provided a confirmation correspondence with secure links for virtual meeting registration and voting in absentia. For security purposes, the confirmation correspondence which includes access credentials, links and instructions for participation through remote communication and voting in absentia shall only be sent to the certificateholder's email address, and if necessary, notification shall be sent to the certificateholder's mobile number provided.

- 3.1 A verified certificateholder shall have to access the corresponding link in order to be able to join the virtual meeting on the Annual Certificateholder's Meeting day.

- 3.2 A verified certificateholder may cast his vote on each of the agenda items as contained in the link included in the confirmation correspondence. Deadline to vote in absentia through its corresponding link is on 13 December 2023. Beyond this date, certificateholders may no longer avail of the option to vote

in absentia. The Office of the Corporate Secretary shall then tabulate all votes, including those casts in absentia and by proxy, to be assisted by the Company's transfer agent. The Corporate Secretary shall report the results of voting during the meeting.

#### B. Attendance by Proxy

1. In case a certificateholder cannot attend the virtual meeting and wishes to be represented, said certificateholder shall designate an authorized representative ("Proxy") by submitting a duly-accomplished proxy instrument which may be downloaded at [www.heritagememorialpark.com.ph](http://www.heritagememorialpark.com.ph) and submitted on or before 13 December 2023 via email to [HeritageParkACM@rmmi.com.ph](mailto:HeritageParkACM@rmmi.com.ph), complete with the following requirements for validation purposes:

1.1 For the certificateholder, attach the following documents (e-copy):

- 1.1.1 Valid government-issued ID (with photo)
- 1.1.2 Secretary's certificate for authorized representative (for corporate)

1.2 For the Proxy, attach the following document (e-copy):

- 1.2.1 Valid government-issued ID (with photo)

1.3 A certificateholder may designate the Chairman of the Meeting as Proxy. Likewise, if no name is indicated, the Chairman of the Meeting will act as the Proxy.

2. The Office of the Corporate Secretary shall forward the email containing the duly-accomplished proxy instrument and its attachments to the Company's transfer agent. The validation process will be completed by the transfer agent no later than one (1) business day from its receipt of the duly accomplished proxy instrument. The Company and/or the transfer agent reserves the right to request for additional information and documents, as needed/necessary. Moreover, electronic signature for the required documents shall be allowed.
3. Once validated/verified, a certificateholder shall be provided a confirmation correspondence with secure links for virtual meeting registration. For security purposes, the confirmation correspondence which includes links and instructions for participation through remote communication shall only be sent to the certificateholder's email address, and if necessary, notification shall be sent to the certificateholder's mobile number provided. It is the duty of the certificateholder to securely provide the information on access credentials and instructions to the Proxy.

#### C. Participation and Determination of Quorum and Votes

1. Only those certificateholders who have notified the Company of their intention to participate in the Meeting by remote communication, together with the certificateholders who voted in absentia and by proxy, will be included in the determination of quorum at the meeting. By participating remotely and by proxy, a certificateholder shall be deemed present for purposes of quorum.

2. Due to logistical limitations of the meeting conducted virtually, voting and open forum/discussion will not be possible during the virtual meeting. However, a certificateholder, once verified/ registered, will be given an opportunity to raise any relevant questions or express an appropriate comment limited to the agenda items by sending an email to HeritageParkACM@rmmi.com.ph not later than 11 December 2023 to be properly noted and addressed accordingly. Any relevant questions or comments received by the Office of the Secretary via email within the prescribed period given by registered certificateholders shall be properly acknowledged, noted and addressed accordingly. Questions and comments not taken up during the meeting shall be addressed directly via email by the Company.
3. The Office of the Corporate Secretary shall take down minutes of the meeting accordingly and shall note all comments and other relevant matters discussed covering the agenda of the meeting. The meeting proceedings shall be recorded in audio and video format to be safekept by the Office of the Corporate Secretary and shall be made available in a secured manner to certificateholders upon request by sending an email to HeritageParkACM@rmmi.com.ph.
4. The Office of the Corporate Secretary shall ensure confidentiality of all votes for tabulation, including those casts in absentia and by proxy, with assistance from the Company's transfer agent. The Corporate Secretary shall report the results of voting during the meeting.

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For Annual Certificateholders' Meeting ("ACM") related matters, please access [www.heritagememorialpark.com.ph](http://www.heritagememorialpark.com.ph). For ACM-related queries, please send an email to [HeritageParkACM@rmmi.com.ph](mailto:HeritageParkACM@rmmi.com.ph).