

**REQUIREMENTS AND PROCEDURE FOR VOTING AND PARTICIPATION
IN THE 2023 ANNUAL STOCKHOLDERS' MEETING OF
ASIA PACIFIC MEDICAL CENTER- AKLAN INC.**

Asia Pacific Medical Center-Aklan will once again conduct a virtual **2023 Annual Stockholders' Meeting (ASM)** ("Meeting") on **August 31, 2023, Thursday at 9:00AM**. The virtual 2023 ASM will be conducted via Zoom Teleconference by accessing the Zoom Webinar Link to be provided via email to eligible shareholders.

Stockholders of record as of **31 July 2023**, are entitled to participate and vote in the **2023 ASM**.

The following procedures and requirements provide the ways in which the Company's stockholders can participate and vote in the **2023 ASM**.

I. VOTING BY PROXY

1. Download and fill out the appropriate PROXY FORM.
2. Follow the instructions on how to cumulate or allocate votes in the election of directors.
3. The Chairman of the meeting, by default, is authorized to cast the votes pursuant to the instructions in the proxy form.
4. Send a scanned copy of the executed proxy through email to compliance@apmcaklan.com.
5. Deadline for submission of proxies is on **21 August 2023 at 1700H** to give time for the Proxy Validation and Tabulation Committee ("Committee") to review and validate the proxies received in accordance with the Company's Amended By-Laws.

NOTA BENE: Considering the extraordinary circumstances in relation to COVID-19 pandemic, the Corporation shall allow electronic signature for the required documents, as applicable. Notarization requirement shall also be dispensed with at this time. However, the Corporation reserves the right to request additional information, and original signed and notarized copies of these documents at a later time.

II. ELECTRONIC VOTING OR VOTING IN ABSENTIA

1. Stockholders **as of 31 July 2023**, have the option of electronic voting in absentia for the Election of Directors and on the matters in the Agenda after complete registration and successful validation.
2. To access the online voting portal, stockholders are required the following information to the corporation by informing the Office of the Corporate Secretary through an email with subject titled- **"2023 ASM ONLINE REGISTRATION"** at compliance@apmcaklan.com for the registration:

- a. Complete Name
- b. Electronic Mail (email) Address (active and primary)

Office Address: 2nd Floor, Aklan Polyclinic and Drugstore, Goding Ramos Street, Kalibo, Aklan 5600
Principal Business Address: Judge Martelino Road, Andagao, Kalibo, Aklan
Tel: +63(036) 268-2320/ +63917-814-6042/ asiapacificmedicalcenter.aklan@yahoo.com /
<http://www.asiapacificmedicalcenter-aklan.com/>

- c. Mobile Contact Number (active and primary)
- d. Birthdate
- e. Tax Identification Number

NOTA BENE: Incomplete or inconsistent information may result in an unsuccessful registration. As a result, Stockholders will not be allowed to vote electronically in absentia but may still vote through the Chairman of the meeting as proxy, by submitting a duly accomplished proxy form, on or before **1700H of 31 August 2023**.

3. The verification and validation of the submitted information will be completed by the Office of the Corporate Secretary. Once validated, the Stockholder will receive confirmation on their successful registration and at the same time their username and password to be used during their login. The email will also include the Agenda of the Meeting, Profile of the Nominees, and other pertinent documents. The four (4)-digit Verification Code will be sent through their registered email once the Stockholder has successfully login in the ASM Online Voting Portal. The verification code will be specific to every Stockholder and will be used to further access the online voting portal.
4. For confidentiality purposes, the shareholders upon registering to the ASM Portal authorizes the Asia Pacific Medical Center- Aklan Inc., to use, collect and process information for legitimate purpose specifically for the **2023 Annual Stockholders' Meeting** including the **Election of the 2023 Board of Directors** and to allow the authorized personnel to process the information.
5. To access the ASM Online Voting Portal, Stockholders must key in their **USERNAME** and **PASSWORD** provided by the Company thru email after successful registration.
6. A four (4)-digit verification code shall then be sent to the registered email address of the Shareholder to be able to proceed as mentioned above. This may process may take a couple of minutes depending on the email server.
7. Online voting portal shall be open on **31 August 2023 at 8AM until 5PM of 25 August 2023**. Votes casted on these dates shall be tabulated and presented during the **2023 ASM** as Official and Partial Results. The deadline for submission for registration to vote in absentia is on **15 August 2023**. Beyond this date, Stockholders may no longer avail of the option to vote in absentia.
8. Stockholders who have not registered in the Online Voting Portal may still attend the **2023 ASM** remotely and will be allowed to vote during the Meeting provided that they notify the Company by email to compliance@apmcaklan.com from **August 16-18, 2023** of their intention to participate in the Meeting by remote communication. Unregistered Stockholders must provide the necessary information stated in Section II.2 of this document to complete their registration for login and to cast their votes. Upon verification and validation by the Office of the Corporate Secretary, an email will be sent to the Stockholders providing their username and password to be used during their login.

9. Votes casted in the online voting portal from **8AM of August 16, 2023 until 5PM of August 25, 2023** will be tabulated and presented during the **2023 ASM** as Official and Partial Results. On the other hand, votes casted on the day of the Meeting during the **2023 ASM** through ASM Online Voting Portal and after the adjournment of the Meeting together with the votes received through proxy shall be tabulated and included in the Minutes of the **2023 ASM**.
10. The ASM Online Voting Portal contains all the items listed in the Agenda as indicated in the Notice of the Meeting. The registered Stockholders may vote as follows:
 - a. For items other than the election of directors, stockholders have the option to vote: In Favor of (YES), Against (NO), or Abstain.
 - b. For the Election of Directors, there will be twelve (12) Regular Directors and three (3) Independent Directors to be elected. A shareholder owning 1 block of 10 shares have a total cumulative vote of 150 votes. A stockholder has the option to vote his shares for all nominees, not vote for any nominees, or vote for some nominees only, in such number of shares as the stockholder prefers, provided that the total number of votes cast shall not exceed the number of shares owned, multiplied by the number of directors to be elected. The system will automatically compute the total number of votes the stockholder is allowed to cast, based on the number of shares the stockholder owns.
11. Once voting on the agenda items is finished, the registered Stockholder can proceed to submit the accomplished form by clicking the 'SUBMIT' button. After the ballot has been submitted, the stockholder may no longer change his vote. The Online Voting Portal will prompt the Stockholder to confirm the submission of the ballot. The votes casted in absentia will have equal effect as votes casted in person or by proxy.
12. Thereafter, the ASM Portal System will send a confirmation email to the stockholder once his/her votes have been recorded. If the registration cannot be verified due to lacking, incomplete, or unreadable documents or information, the stockholder will be notified through an email from the ASM Portal. The Company shall send a subsequent email to inform the stockholder of the actions or documentations needed to complete the registration.
13. Votes will be counted by the Voting Count System integral to the application and canvassed by the Proxy Validation and Tabulation Committee of the Corporation, in the presence of the Corporate Secretary. The Committee shall convene on **7:00 PM 25 August 2023** for partial canvassing of votes made through the online voting portal and votes casted in person or by proxy. Immediately after convening, the Board of Canvassers with the assistance of Information Technology (IT) Team shall enter the password to print the results of the online election. The results shall be placed in a sealed envelope. The Committee shall present to everyone present that the envelope received is sealed. The Committee shall then open the sealed envelope and read the results of the online election. The Committee shall sign the canvassed results and endorse the same to the Corporate Secretary. In no case shall the results be accessed prior to the Canvassing of results.

III. ATTENDANCE IN THE 2023 ASM BY REMOTE COMMUNICATION

1. Stockholders as of **31 July 2023** (“Stockholders”) who registered in the Online Voting Portal can also participate in the **2023 ASM** on **31 August 2023** by remote communication by accessing the Zoom webinar link to be provided via the Stockholders’ registered email.
2. Stockholders who have not registered in the Online Voting Portal may still attend the **2023 ASM** remotely. Unregistered Stockholders, however, are requested to notify the Company by email to compliance@apmcaklan.com by **16-18 August 2023** of their intention to participate in the Meeting by remote communication. For validation purposes, unregistered Stockholders shall provide the Company the information prescribed in Section II.2 of this document. Once validated, the Stockholder will receive confirmation on their successful registration, their username and password to be used during their login. A four (4)-digit verification code, specific to every Stockholder, will then be sent to the Stockholders’ registered email and will be used to further access the online voting portal.
3. Only those Stockholders who have notified the Company of their intention to participate in the Meeting by remote communication will be allowed to vote on the day of the Meeting and will be included in determining quorum unless they register in the Online Voting Portal or authorize the Chairman to vote as proxy, by **16 August until 18 August 2023, 5PM**.
4. Stockholders participating by remote communication will not be able to vote unless they register in the Online Voting Portal or authorize the Chairman to vote as proxy, by **16 August until 18 August 2023, 5PM**.
5. Stockholders may send questions or remarks days prior to the ASM through the Company’s email compliance@apmcaklan.com or during or until adjournment of the Meeting through the **2023 Zoom Meeting Chatbox**.
6. The proceedings during the 2023 ASM will be recorded. A link to the recorded webcast of the Meeting will be posted on the Company’s website and social media within 5 days from the date of the meeting. Stockholders shall have two (2) weeks from posting to raise to the Company any issues, clarifications and concerns on the Meeting conducted.

For more questions and clarifications, stockholders may contact:

The Office of the Corporate Secretary: +639178146042/ +639190963082/ 036-2632320

PROCEDURE FOR ONLINE ELECTION SYSTEM IN THE 2022 ANNUAL STOCKHOLDERS’ MEETING OF ASIA PACIFIC MEDICAL CENTER- AKLAN INC.

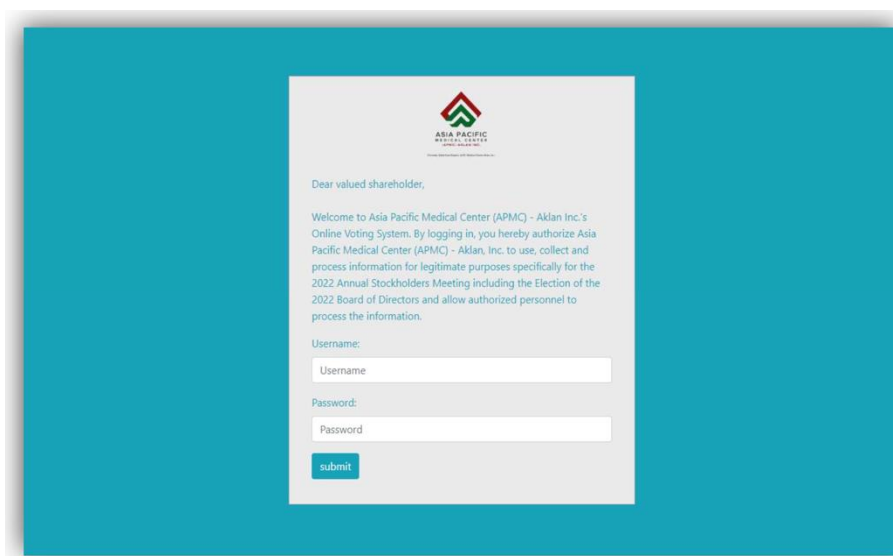
STEP O. PRELIMINARIES

Please make sure that you have sent the necessary information, namely: Complete Name, Active Email Address, Active and Primary Mobile Number, Birthdate and Tax Identification Number to the Office of the Corporate Secretary via email with subject titled- **“2023 ASM ONLINE REGISTRATION”** at compliance@apmcaklan.com for registration. The above personal information will be used for your two-step authentication.

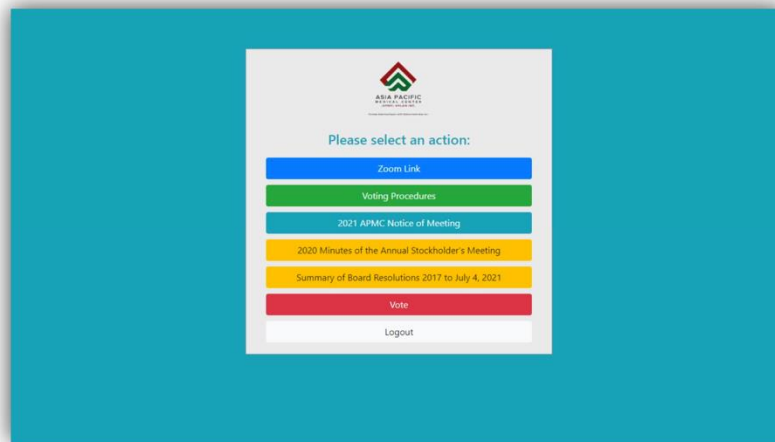
Once the verification and validation of the submitted information has been completed by the Office of the Corporate Secretary, the Stockholder will receive confirmation on their successful registration and at the same time their USERNAME and PASSWORD to be used during their login. The email will also include the Agenda of the Meeting, Profile of the Nominees, and other pertinent documents. The four (4)-digit Verification Code be via email once the Stockholder has successfully login in the ASM Online Voting Portal. The verification code will be specific to every Stockholder and will be used to access the online voting portal.

STEP 1. LOGIN

Visit the Company’s website (<http://www.asiapacificmedicalcenter-aklan.com/vote>) to login. You should see the page below. Provide your username and password from the email sent by the Company and click **“LOGIN”**.

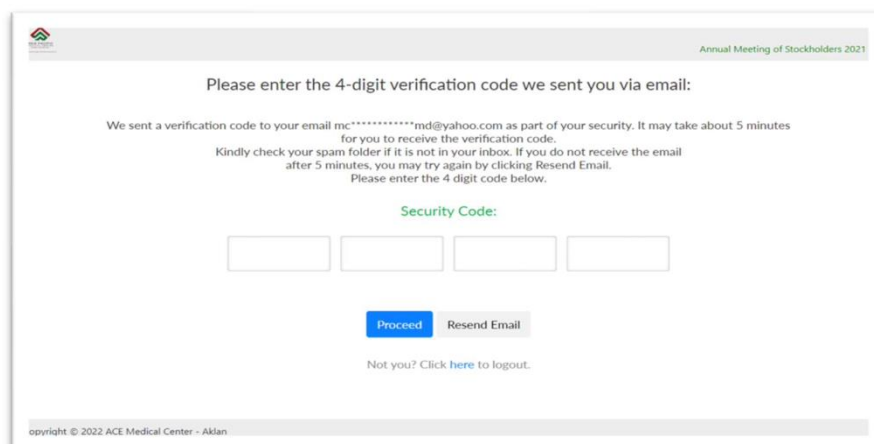


You will then be prompted with the following page where you will have to choose the action that you want to perform. To cast a vote, click the **“VOTE”** button. This will trigger the verification page.

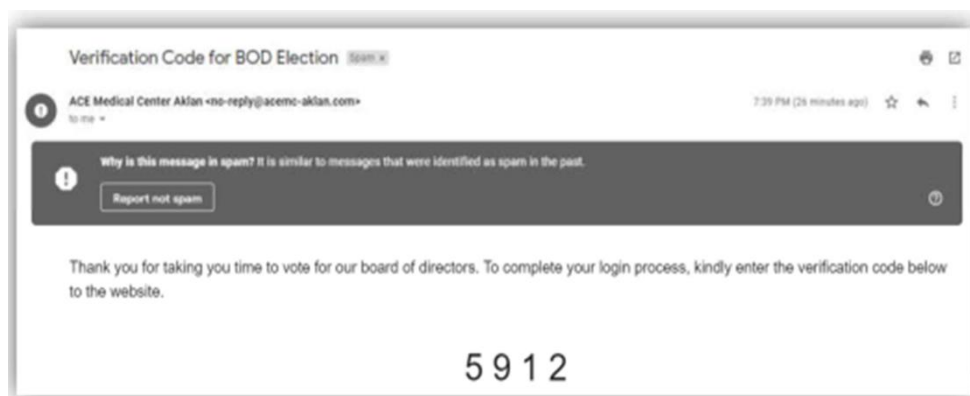


STEP 2. VERIFICATION

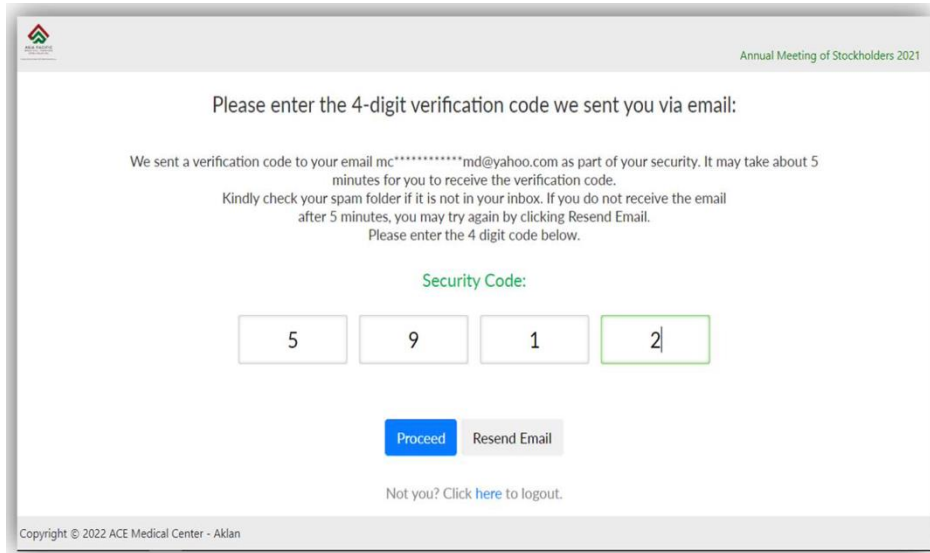
After choosing the **“VOTE”** button, the following page will be displayed:



The page will ask for the 4-digit verification code sent to your registered email. Please open your email and check for the message from APMC Aklan <no-reply@acemcaklan.com>. It should be in your inbox, but if not found, kindly check your SPAM FOLDER. Here’s how the email should look like:



Enter the number 4-digit verification number provided to the boxes on the voting portal, then click **“PROCEED”**. If you did not receive an email, please click **“RESEND EMAIL”** button.



Annual Meeting of Stockholders 2021

Please enter the 4-digit verification code we sent you via email:

We sent a verification code to your email mc*****md@yahoo.com as part of your security. It may take about 5 minutes for you to receive the verification code.
 Kindly check your spam folder if it is not in your inbox. If you do not receive the email after 5 minutes, you may try again by clicking Resend Email.
 Please enter the 4 digit code below.

Security Code:

5

9

1

2

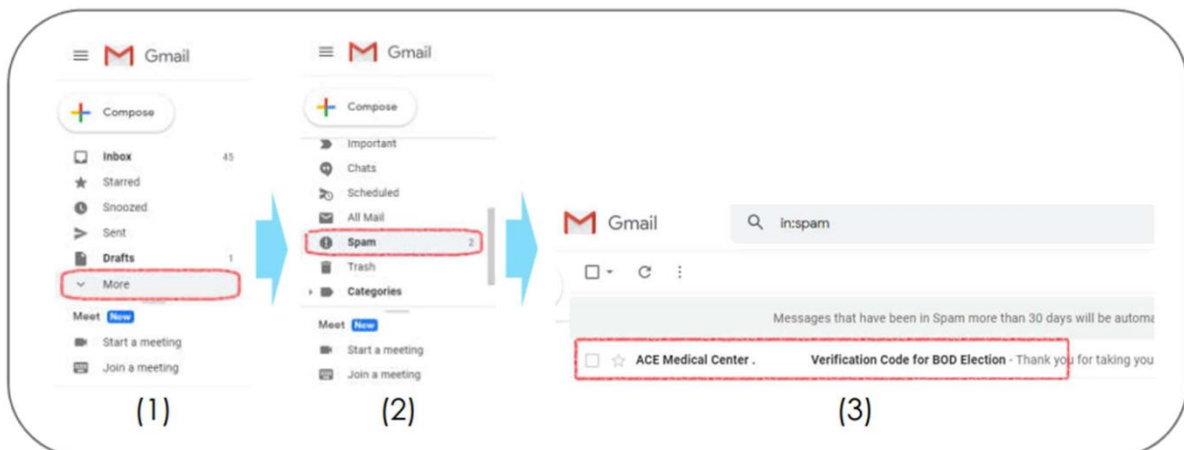
Proceed
Resend Email

Not you? Click [here](#) to logout.

Copyright © 2022 ACE Medical Center - Aklan

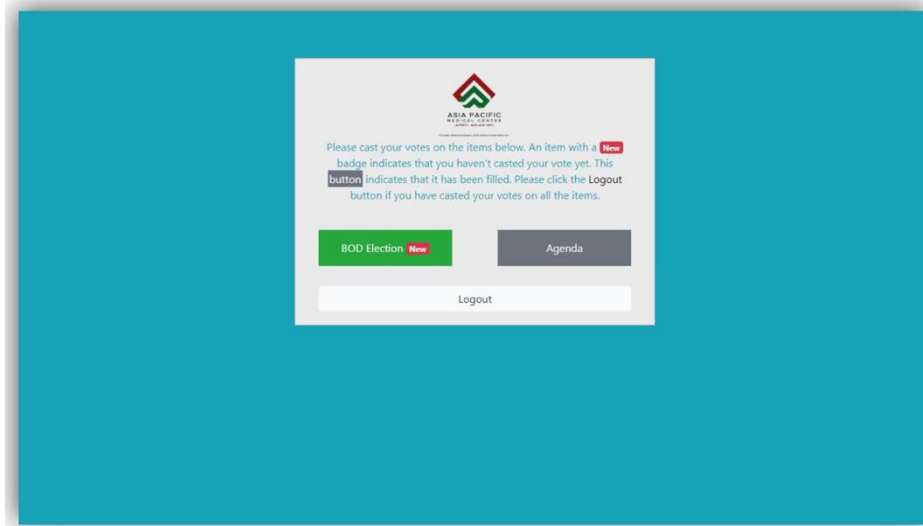
HOW TO OPEN YOUR SPAM FOLDER

The Spam folder is usually hidden. You may open it by clicking on **“MORE”** button (1) from the list on the left side of your mail. Scroll down and you will see the Spam Folder (2). Click it and check the message sent by APMC Aklan <no-reply@acemcaklan.com> (3). From there, you may click **“REPORT NOT SPAM”** button so that you will not have problems receiving emails from the APMC-Aklan again.



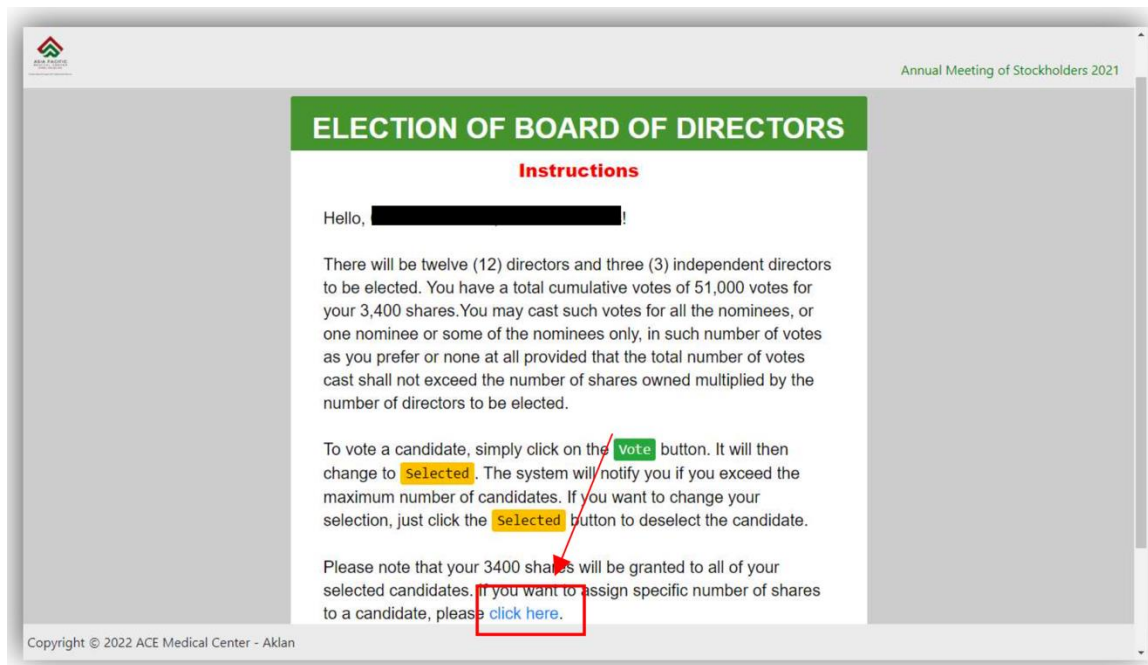
STEP 3. VOTING SELECTION

You will then be prompted to choose on which item you will cast your vote: BOD Election or Agenda. Proceed to Step 4a to vote for BOD Election or Step 4b to vote or the Agenda.

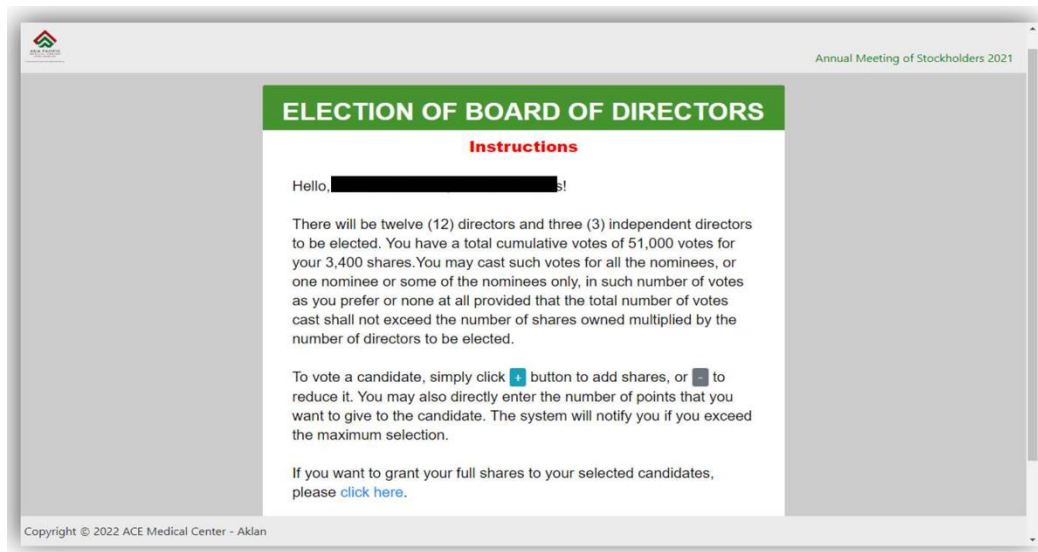


STEP 4A. VOTING FOR ELECTION OF BOARD OF DIRECTORS

There are two (2) ways of casting your vote. The default one, as shown below, is when your votes will be equally divided to all your selected candidates.



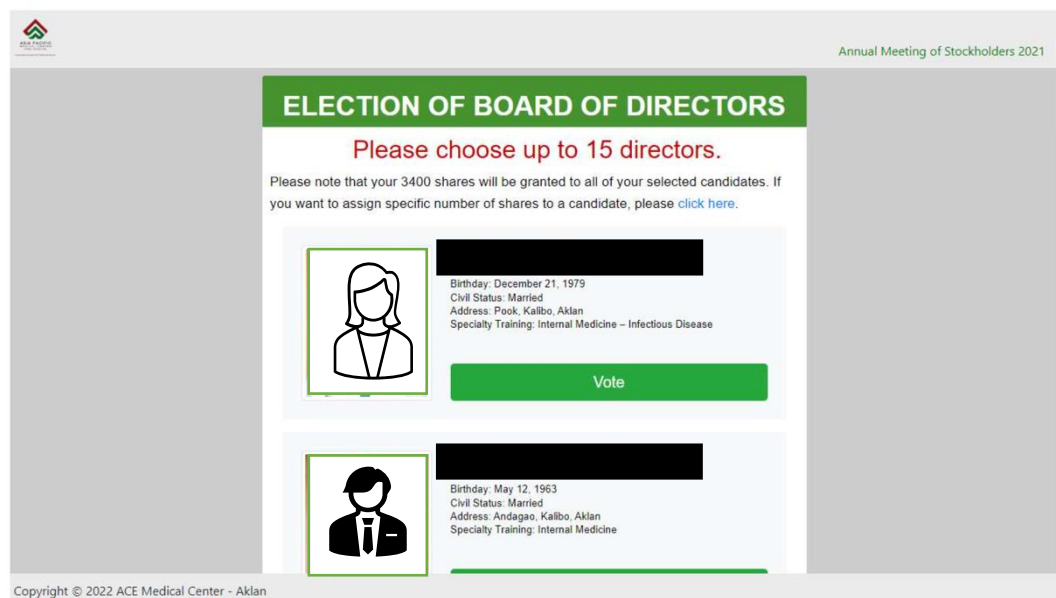
However, if you want to give a specific number of votes to your chosen candidate, please click on the link pointed by the arrow at the image above. Doing this will prompt the show the page below.



After selecting the voting method that you want to use, please click the **“START”** button.

VOTING METHOD 1: EQUALLY DIVIDED VOTES

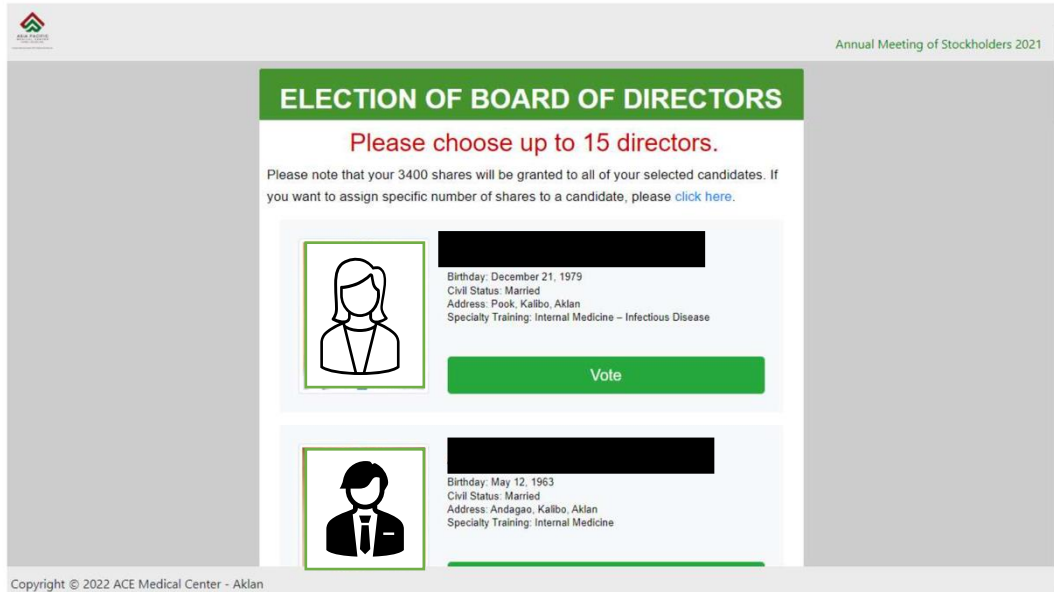
Clicking the **“START”** button will display the page below:



To select a candidate, simply click on the **“VOTE”** button. In doing that, the button will change to **“SELECTED”**. After selecting all your candidates, please click on **“NEXT”** and you will be brought to the summary page to review your vote.

VOTING METHOD 2: GIVE SPECIFIC VOTES

Clicking the “**START**” button will display the page below:




Annual Meeting of Stockholders 2021

ELECTION OF BOARD OF DIRECTORS


Please choose up to 15 directors.

Please note that your 3400 shares will be granted to all of your selected candidates. If you want to assign specific number of shares to a candidate, please [click here](#).



Birthday: December 21, 1979
 Civil Status: Married
 Address: Pook, Kalibo, Aklan
 Specialty Training: Internal Medicine – Infectious Disease

Vote



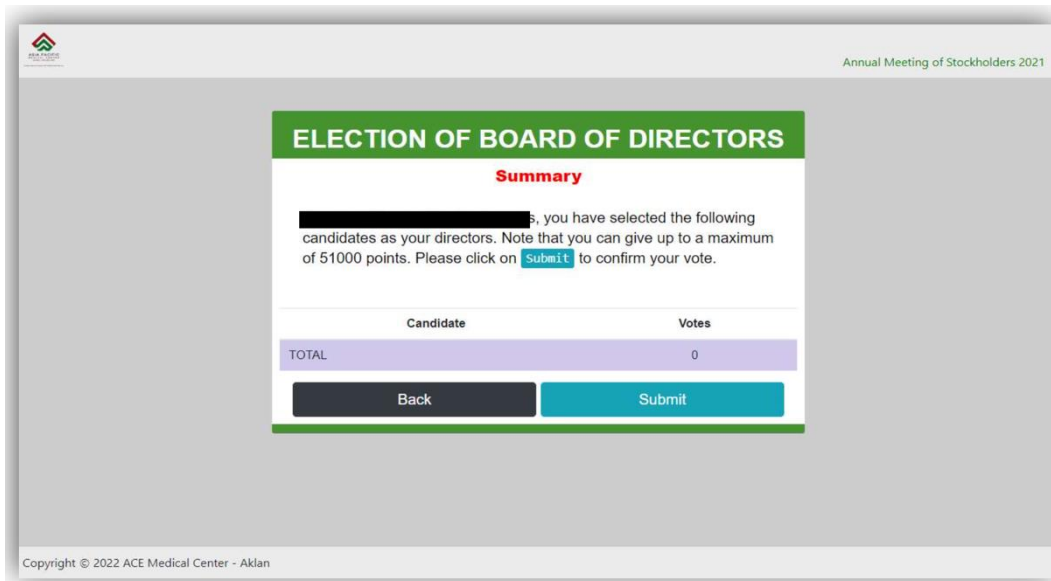
Birthday: May 12, 1963
 Civil Status: Married
 Address: Andagao, Kalibo, Aklan
 Specialty Training: Internal Medicine

Copyright © 2022 ACE Medical Center - Aklan

To give points to a candidate, you may use the buttons provided or you can also directly enter your preferred number of votes. Click “**NEXT**” button to review your votes.

STEP 4A. SUMMARY & FINALIZING OF VOTES FOR ELECTION OF BOARD OF DIRECTORS

Clicking the “**NEXT**” button will display the summary page as shown below:



Annual Meeting of Stockholders 2021

ELECTION OF BOARD OF DIRECTORS

Summary

s, you have selected the following candidates as your directors. Note that you can give up to a maximum of 51000 points. Please click on [Submit](#) to confirm your vote.

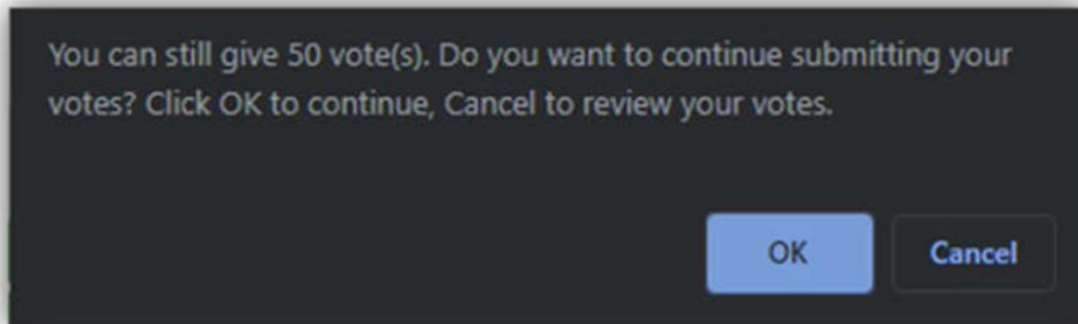
Candidate	Votes
TOTAL	0

Back
Submit

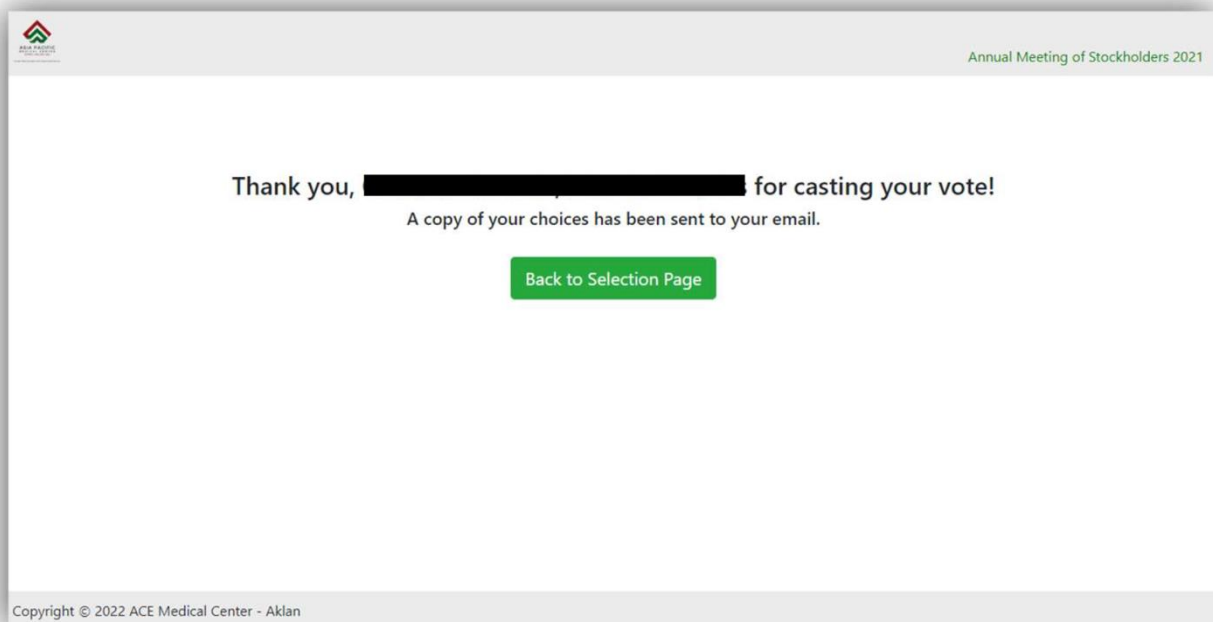
Copyright © 2022 ACE Medical Center - Aklan

Please click the **“BACK”** button if there are changes that you want to make or click **“SUBMIT”** if your votes are final and you do not want to change anything.

Upon clicking the on the **“SUBMIT”** button and you still have remaining votes to cast, the system will ask for a confirmation to continue. You may click on **“OK”** to proceed, or **“CANCEL”** to make changes to your votes.

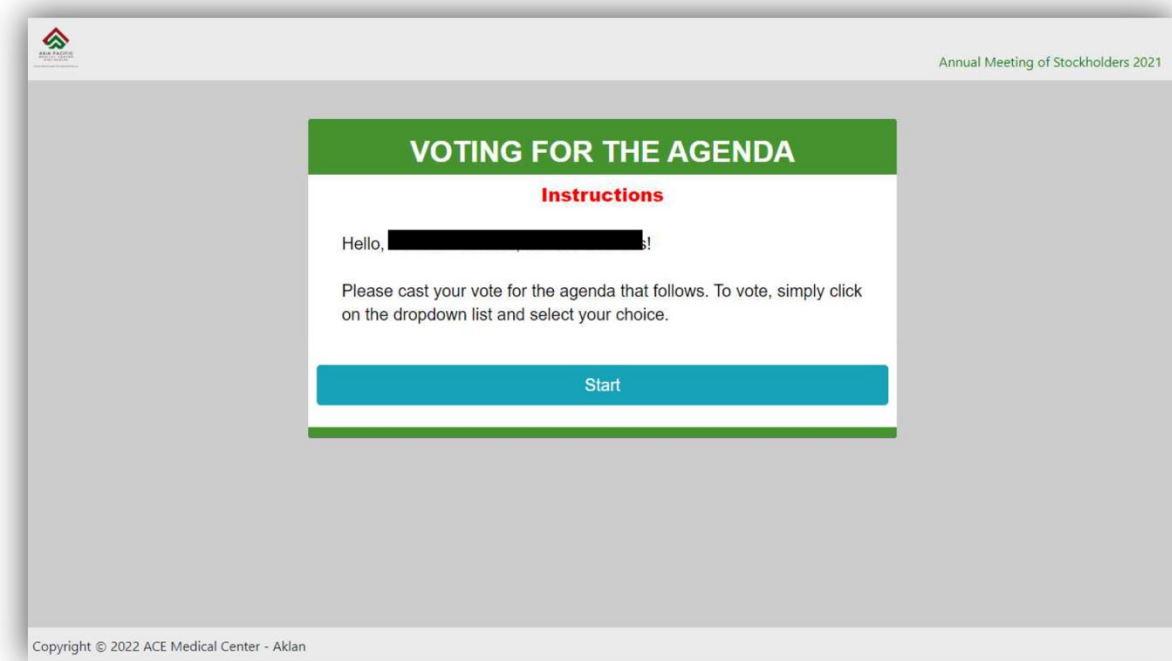


If you have consumed all your votes, or if you click on **“OK”** button during the confirmation, the system will bring you to the page below, completing the voting process.



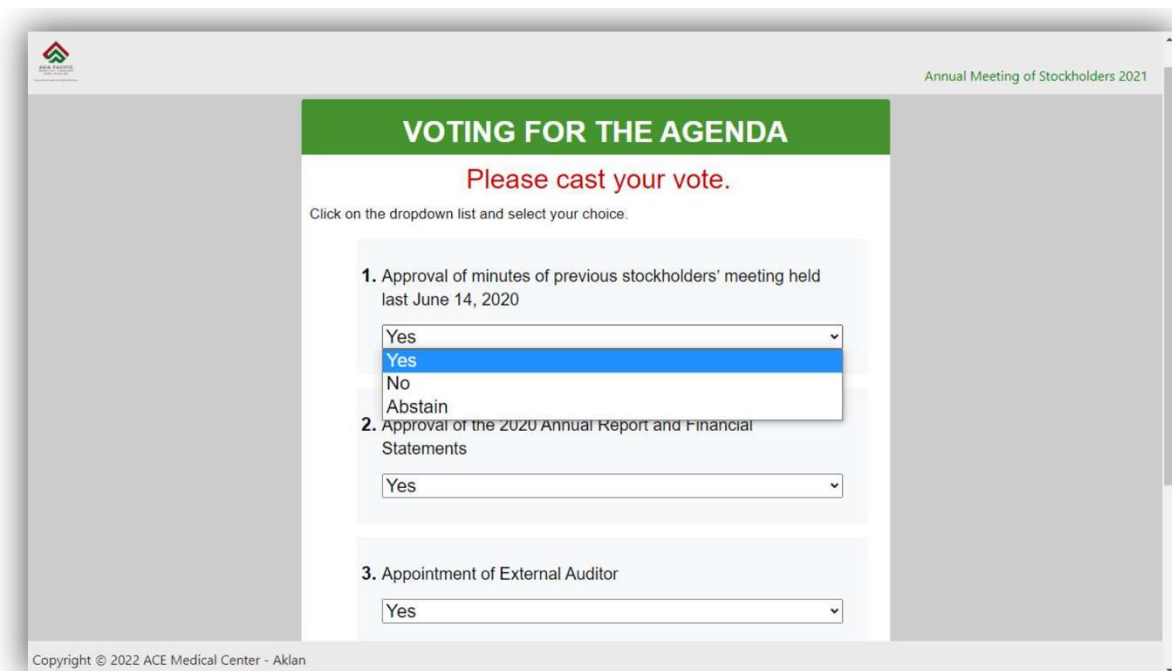
STEP 4B. VOTING FOR AGENDA

You will be presented with the instructions first. Click **“START”** button to begin.



The screenshot shows a web interface for the 'Annual Meeting of Stockholders 2021'. At the top left is the Asia Pacific Medical Center logo. The main heading is 'VOTING FOR THE AGENDA' in a green box. Below it, under 'Instructions', it says 'Hello, [redacted]!' and 'Please cast your vote for the agenda that follows. To vote, simply click on the dropdown list and select your choice.' A large blue 'Start' button is at the bottom of the instruction box. The footer reads 'Copyright © 2022 ACE Medical Center - Aklan'.

After clicking the **“START”** button, the page below will be displayed:



The screenshot shows the voting interface for the 'Annual Meeting of Stockholders 2021'. The heading is 'VOTING FOR THE AGENDA' with the instruction 'Please cast your vote.' and 'Click on the dropdown list and select your choice.' There are three agenda items, each with a dropdown menu:

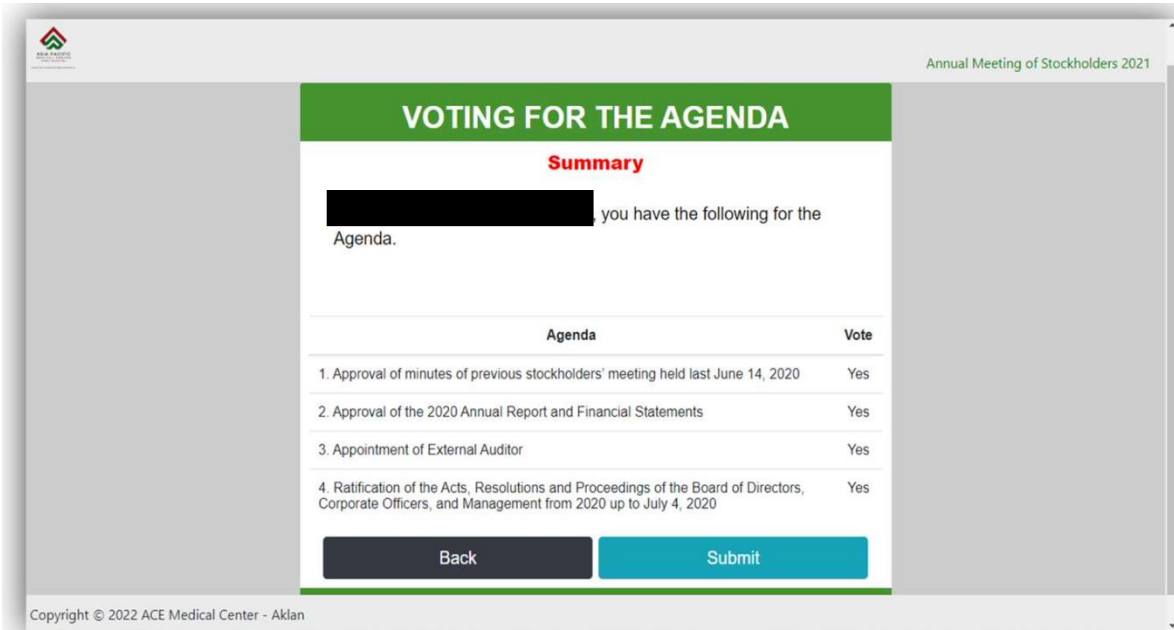
- 1. Approval of minutes of previous stockholders' meeting held last June 14, 2020. The dropdown menu is open, showing options: Yes (highlighted in blue), No, and Abstain.
- 2. Approval of the 2020 Annual Report and Financial Statements. The dropdown menu shows 'Yes'.
- 3. Appointment of External Auditor. The dropdown menu shows 'Yes'.

The footer reads 'Copyright © 2022 ACE Medical Center - Aklan'.

Choose your vote for each agenda items, then click **“NEXT”** button. The summary page will then be displayed.

STEP 5B. SUMMARY & FINALIZING OF VOTES FOR AGENDA

Clicking the **“NEXT”** button will display the summary page as shown below. Click the **“BACK”** button to change your vote, or the **“SUBMIT”** button to finalize it.



Annual Meeting of Stockholders 2021

VOTING FOR THE AGENDA

Summary

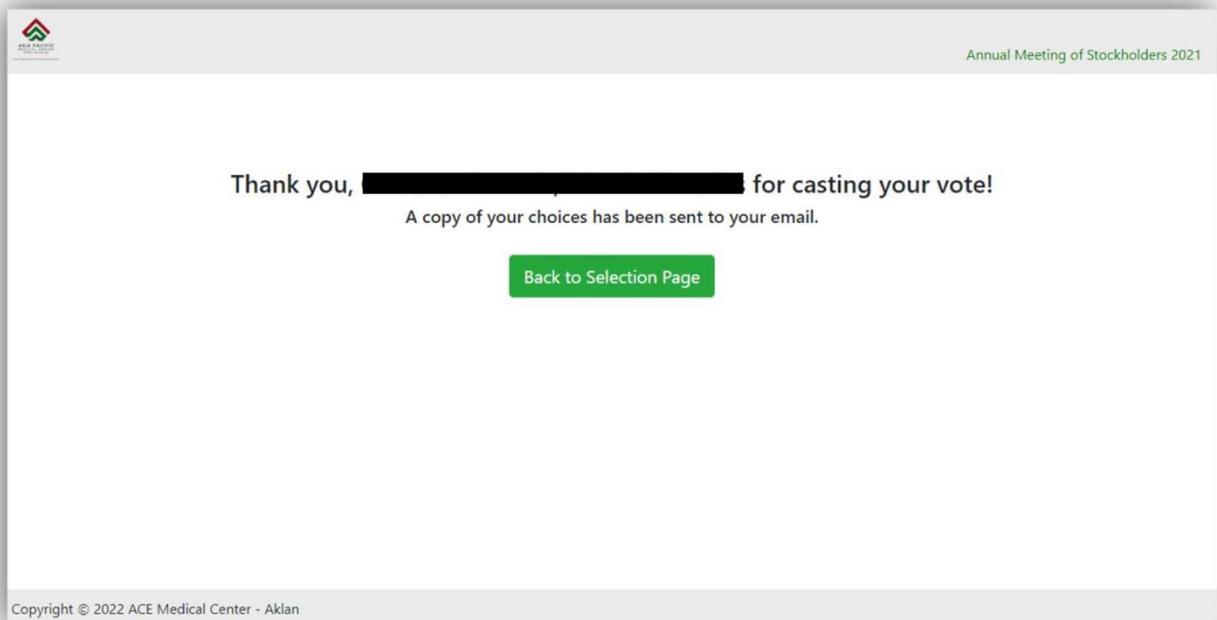
[Redacted Name] you have the following for the Agenda.

Agenda	Vote
1. Approval of minutes of previous stockholders' meeting held last June 14, 2020	Yes
2. Approval of the 2020 Annual Report and Financial Statements	Yes
3. Appointment of External Auditor	Yes
4. Ratification of the Acts, Resolutions and Proceedings of the Board of Directors, Corporate Officers, and Management from 2020 up to July 4, 2020	Yes

Back
Submit

Copyright © 2022 ACE Medical Center - Aklan

After the confirmation, the system will bring you to the page below, completing your voting process.



Annual Meeting of Stockholders 2021

Thank you, [Redacted Name], for casting your vote!

A copy of your choices has been sent to your email.

Back to Selection Page

Copyright © 2022 ACE Medical Center - Aklan

For more questions and clarifications, stockholders may contact:

The Office of the Corporate Secretary: +639178146042/ +639190963082/ 036-2632320