



**Sta. Lucia Land, Inc. (“SLI” or the “Corporation”)
2023 Annual Stockholders’ Meeting
16 June 2023, 8:00 a.m.**

Guidelines for Participation via Remote Communication and Voting *in Absentia*

During the Special Meeting of the Board held on 30 March 2023, the Board approved the setting of the date of the 2023 Annual Stockholders' Meeting (“ASM”) on **16 June 2023** via remote communication to safeguard the interests of the stockholders and participants of the ASM.

1. Intent to Participate and Online Registration

Stockholders who are entitled to notice of, and to vote at, the ASM and who intend to attend and participate in the same must comply with the entire registration process to gain access to the web conference of the ASM and ballot form. **Online registration will be from 01 to 08 June 2023.**

Step 1. Stockholders shall download and accomplish the Letter of Intent (“LOI”) and Data Privacy Consent Form, and prepare the following documentary requirements:

[Letter of Intent](#)

[Data Privacy Consent Form](#)

For Certificated Individual Stockholders

1. A clear copy of the stockholder’s valid government-issued ID (such as passport, driver’s license, unified multipurpose ID, or PhilSys national ID) showing photo, signature and personal details, preferably with residential address;
2. Stock certificate number/s;
3. A valid and active e-mail address and contact number of the stockholder; and
4. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. The proxy form may be found at this [link](#).

For Certificated Multiple Stockholders or Joint Owners

1. A clear copy of each stockholder’s valid government-issued ID (such as passport, driver’s license, unified multipurpose ID, or PhilSys national ID) showing photo, signature and personal details, preferably with residential address;
2. Stock certificate number/s;
3. A valid and active e-mail address and contact number of the authorized representative;
4. Proof of authority of the stockholder voting the shares signed by the other registered stockholders, for shares registered in the name of multiple stockholders (need not be notarized); and
5. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. The proxy form may be found at this [link](#).

For Certificated Corporate/Partnership Stockholders

1. Secretary's Certification of the Board resolution attesting to the authority of the representative to participate by remote communication for and on behalf of the Corporation/Partnership;
2. Stock certificate number/s;
3. A clear copy of the valid government-issued ID (such as passport, driver's license, unified multipurpose ID, or PhilSys national ID) of the stockholder's authorized representative showing photo, signature and personal details, preferably with residential address;
4. A valid and active e-mail address and contact number of the authorized representative; and
5. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. The proxy form may be found at this [link](#).

For Stockholders with Shares under PCD Participant/Broker Account

1. Certification from the broker as to the number of shares owned by the stockholder;
2. A clear copy of the stockholder's valid government-issued ID (such as passport, driver's license, unified multipurpose ID, or PhilSys national ID) showing photo, signature and personal details, preferably with residential address;
3. A valid and active e-mail address and contact number of the stockholder or proxy; and
4. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. The proxy form may be found at this [link](#).

Step 2. Stockholders shall e-mail the scanned copies of the signed LOI, Data Privacy Consent Form, and applicable documentary requirements to SLIASHMVoting@stalucialand.com.ph

Note 1: The original signed Data Privacy Consent Form must be sent to the Corporation at its principal office within two (2) weeks from the adjournment of the ASM through personal delivery or private courier at the option of the stockholder.

Note 2: If a stockholder is attending and participating in the ASM in multiple capacities, he/she must comply with the registration process separately for each capacity.

The foregoing must be sent to, and received by, the Corporation **no later than 08 June 2023**.

Step 3. Within three (3) business days from receipt of the e-mail, SLI shall reply by either confirming the successful registration or requiring the submission of deficient documents. If you have not received any e-mail reply within three (3) business days from receipt, please call us at +632 8681-7332 local 129 from 9:00a.m. to 6:00p.m., Monday to Friday.

The invitation link and log-in credentials for the web conference will be sent to the stockholder's registered e-mail address within the week of the 2023 ASM.

2. Voting in Absentia

Stockholders who have successfully registered shall be notified via e-mail of their log-in credentials for the ASM. Registered stockholders may cast their votes for specific items in the agenda by accomplishing the ballot form, which is available at our website or via online form using this link: <https://forms.gle/U1yznPnQF2Zs9Bef8>

- a. Upon accessing and downloading the ballot, the stockholder can vote on each agenda item on the ballot print-out.
- b. A stockholder has the option to vote “Yes”, “No”, or “Abstain” on each agenda item for approval.
- c. For the election of directors, the stockholder has the option to vote for all nominees, withhold his/her vote for any of the nominees, or vote for certain nominees only.

A stockholder may vote such number of his/her shares for as many nominees as there are directors to be elected or he may cumulate said shares and give one nominee as many votes as the number of directors to be elected (9 Directors) multiplied by the number of his shares shall equal, or he may distribute them on the same principle among as many nominees as he shall see fit, provided that the total number of votes cast shall not exceed the number of shares owned by the stockholder.

Registered stockholders may submit their ballots by sending in the accomplished ballot form in JPG or PDF format via e-mail to SLIASHMVoting@stalucialand.com.ph or by accomplishing the online form using the following link: <https://forms.gle/U1yznPnQF2Zs9Bef8> **no later than 12:00 noon on 15 June 2023.**

3. Web conference of the 2023 Annual Stockholders' Meeting

The 2023 ASM will be broadcasted in a live stream where stockholders who have successfully registered can watch and participate via remote communication. Details of the meeting, reminders, and step-by-step procedures will be e-mailed to stockholders. **The invitation link and log-in credentials for the web conference will be sent to the stockholder's registered e-mail address within the week of the 2023 ASM.**

Video recordings of the 2023 ASM live stream broadcast will be adequately maintained by the Corporation and will be made available to participating stockholders upon request. Stockholders may access the recorded web conference of the ASM by sending an e-mail request addressed to atcalubaquib@stalucialand.com.ph.

4. Open Forum

During the ASM, the Corporation will read and address stockholders' questions and comments, as permitted by the time allotted.

Stockholders may submit their questions and comments via e-mail with subject “2023 ASM Open Forum” to investorsli@stalucialand.com.ph not later than **08 June 2023**. Any questions or comments submitted and received, but not addressed during the web conference, shall be answered separately by the Corporation through the stockholders' e-mail addresses.

For any clarifications on the ASM, please contact the Corporation at +632 8681-7332 local 129.