

## **KEPWEALTH PROPERTY PHILS., INC.**

### **Procedures and Requirements for Voting and Participation in the 2021 Annual Stockholders' Meeting**

To conform with the government's regulations on social distancing and prohibition on mass gatherings and to protect the safety of its stockholders during the COVID-19 pandemic crisis, **KEPWEALTH PROPERTY PHILS., INC.** (the "Company") will dispense with the physical attendance of its stockholders for the 2021 Annual Stockholders' Meeting (ASM). Instead, the Company will conduct the 2021 ASM scheduled on 17 August 2021 at 8:00 AM by remote communication and will conduct electronic voting *in absentia*. Only stockholders of record as of 03 August 2021 are entitled to participate and vote in the 2021 ASM.

The Company has adopted the following procedures and requirements to enable its stockholders to participate and vote in the 2021 ASM.

#### **I. ONLINE REGISTRATION STEPS AND REQUIREMENTS**

A. Stockholders may register from 9:00 AM of 04 August 2021 until 5:00 PM of 07 August 2021 to signify his/her/its intention to participate in the 2021 ASM by remote communication. The registration steps and requirements are available at the Company's website: <https://kepwealth.com>.

B. To register, stockholders shall submit the following requirements to the Office of the Corporate Secretary via email at [asm2021@kepwealth.com](mailto:asm2021@kepwealth.com):

##### **B.1 For Individual Stockholders –**

- (i) Scanned copy of stock certificate issued in the name of the individual stockholder;
- (ii) Valid email address and active contact number;
- (iii) Scanned copy of valid government-issued identification card; and
- (iv) Recent photo of stockholder.

##### **B.2 For Stockholders with Joint Accounts –**

- (i) Authorization letter signed by all stockholders indicating the name of the person authorized to cast the votes;
- (ii) Scanned copy of stock certificate issued in the name of the joint stockholders;
- (iii) Valid email address and active contact number of the authorized stockholder;
- (iv) Scanned copy of valid government-issued identification card of the authorized stockholder; and
- (v) Recent photo of the authorized stockholder.

##### **B.3 For Corporate Stockholders –**

- (i) Secretary's Certificate attesting to the authority of the representative to vote the shares on behalf of the corporate stockholder;
- (ii) Scanned copy of stock certificate issued in the name of the corporate stockholder;
- (iii) Valid email address and active contact number of authorized representative; and

- (iv) Valid government-issued identification card of authorized representative.

#### B.4 For Stockholders under PCD Participant/Brokers Account or holding 'Scripless Shares'-

Stockholders should coordinate with their broker on how they can register and participate in the meeting and submit the following:

- (i) Broker's Certification on the stockholder's number of shareholdings;
- (ii) Sub-proxy issued by broker;
- (iii) Valid email address and active contact number of the stockholder;
- (iv) Scanned copy of valid government-issued identification card of stockholder; and
- (v) Recent photo of stockholder.

C. The documents submitted will then be verified by the Office of the Corporate Secretary. The validation process will be completed by the Company no later than three (3) business days from the stockholder's receipt of an email from the Company acknowledging receipt of the stockholder's registration documents. Once validated, the stockholder will receive an email that his/her/its account has been verified and shall provide instructions for the stockholder's access to the Company's electronic voting and to access the ASM livestreaming link.

## II. VOTING BY BALLOT OR PROXY

A. For individual stockholders holding certificated shares of the Company – Download the ballot or proxy form that is available at <https://kepwealth.com>.

B. For corporate stockholders - Download the ballot or proxy form that is available at <https://kepwealth.com>. A copy of the duly signed and notarized Secretary's Certificate must be submitted together with the ballot or proxy form. A sample Secretary's Certificate is available at <https://kepwealth.com>.

C. For stockholders holding 'scripless' shares, or shares held under a PCD Participant/Broker – Stockholders are advised to coordinate with their brokers for the execution of this type of ballot or proxy.

#### D. General Instructions on Voting by Proxy:

- (1) Download and fill up the appropriate ballot or proxy form. Follow the instructions on how to cumulate or allocate votes in the election of directors.
- (2) Send the scanned copy of the duly executed ballot or proxy form by email to [asm2021@kepwealth.com](mailto:asm2021@kepwealth.com).
- (3) **Deadline for the submission of ballots and proxies is on 5:00 PM of 07 August 2021.**
- (4) Validation of proxies will be on 12 August 2021.

## III. PARTICIPATION BY REMOTE COMMUNICATION

A. The link to the online annual stockholders' meeting will be sent to the registered stockholder through his/her/its e-mail address.

B. Only duly registered stockholders will be included in determining the existence of a quorum.

C. Duly registered stockholders may send their questions and/or comments prior to the ASM through email at [asm2021@kepwealth.com](mailto:asm2021@kepwealth.com). The deadline for submitting questions shall be at 5:00 PM of 13 August 2021.

D. The proceedings during the 2021 ASM will be recorded.

For any clarifications, please contact the Office of the Corporate Secretary via email at [asm2021@kepwealth.com](mailto:asm2021@kepwealth.com).