

## **Item 11. Participation of Shareholders by Remote Communication**

To comply with applicable regulations prohibiting mass gatherings, identifying authorized persons outside residence, and/or requiring social distancing to prevent the spread of COVID-19 pandemic and to ensure the safety and welfare of our stockholders, the Bank shall allow attendance by remote communication, voting in absentia and through proxy. The following are the corresponding requirements and procedures for participation by remote communication:

### **PARTICIPATION BY REMOTE COMMUNICATION, VOTING IN ABSENTIA AND THROUGH PROXY**

#### **A. Attendance by Remote Communication and Voting in Absentia and through Proxy**

1. Stockholders 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 [psbasm@psbank.com.ph](mailto:psbasm@psbank.com.ph) on or before April 8, 2022, 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 #
    - 1.1.5 Active Landline #
  - 1.2 Attach the following documents (e- copy/scanned copy):
    - 1.2.1 Valid government-issued ID with photo and signature (scanned front and back)
    - 1.2.2 Proof of Ownership, such as, but not limited to, the following:
      - a) Stockholder's certificate (for certificated shares); or
      - b) Broker's certification (for scripless or uncertificated shares); or
      - c) Secretary's certificate for authorized representative (for corporate)
    - 1.2.3 Other supporting document, as applicable
2. In case a stockholder cannot attend the virtual meeting and wishes to be represented, said stockholder shall designate an authorized representative ("Proxy") by submitting the following additional documents, aside from the requirements as enumerated under items 1.1 and 1.2 above, on or before April 8, 2022 via email to [psbasm@psbank.com.ph](mailto:psbasm@psbank.com.ph), for validation purposes:
  - 2.1 Duly-accomplished proxy form/instrument (If so preferred or if no name is indicated, the Chairman of the Meeting shall act as the proxy.)
  - 2.2 Valid government-issued ID with photo and signature of the designated Proxy (scanned front and back)
3. The Office of the Corporate Secretary shall forward the email containing the LOI and its attachments to the Bank's stock transfer agent, Metrobank Trust Banking Group. The validation process will be completed by the stock transfer agent no later than three (3) business days from its receipt of the LOI. The Bank's stock 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 while notarization requirement shall not be considered for the meantime, as applicable, given the current situation.
4. Once validated/verified, a stockholder shall be provided a confirmation correspondence with secure links for virtual meeting registration and voting in absentia. For security purposes, the confirmation correspondence which include access credentials, links and instructions for participation through remote communication and voting in absentia shall only be sent to the

stockholder's email address, and if necessary, notification shall be sent to the stockholder's mobile number as provided. It is the duty of the stockholder to securely provide the information on access credentials and instructions to his/her Proxy, as needed/applicable.

4.1 A verified stockholder or his/her Proxy shall have to access the corresponding link in order to be able to join the virtual meeting on the ASM day.

4.2 A verified stockholder or his/her Proxy may cast his/her vote for each of the agenda items through the voting link provided in the confirmation correspondence. Deadline to vote in absentia through its corresponding link is on April 20, 2022. Beyond this date, stockholders may no longer avail of the option to vote in absentia. The Office of the Corporate Secretary shall then tabulate all votes, to be assisted by the Bank's stock transfer agent, Metrobank Trust Banking Group, and validated by SGV & Co. The Corporate Secretary shall report the results of voting during the meeting. For information on counting and tabulation of votes, please refer to "Item 10. Voting Procedures" of this Information Statement.

## **B. Participation and Determination of Quorum and Votes**

1. Only those stockholders who have notified the Company of their intention to participate in the Meeting via remote communication, including those who voted in absentia and by proxy, will be included in the determination of quorum at the meeting. By participating remotely, a stockholder 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 stockholder (or through his/her Proxy), once verified, will be given an opportunity to raise any relevant questions or express an appropriate comment in relation to the agenda items by sending an email to [psbasm@psbank.com.ph](mailto:psbasm@psbank.com.ph) not later than April 20, 2022. Any relevant questions or comments received by the Office of the Corporate Secretary via email within the prescribed period given to verified stockholders shall be properly acknowledged, noted and addressed accordingly.
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 stockholders upon request by sending an email to [psbasm@psbank.com.ph](mailto:psbasm@psbank.com.ph).
4. The Office of the Corporate Secretary shall ensure confidentiality of all votes for tabulation, including those cast in absentia and by proxy, with assistance from the Bank's stock transfer agent, Metrobank Trust Banking Group, and for validation by SGV & Co. The Corporate Secretary shall report the results of voting during the meeting. For information on counting and tabulation of votes, please refer to "Item 10. Voting Procedures" of this Information Statement.

\*\* All participants are requested to adhere to the Bank's Confidentiality and Data Privacy guidelines for the meeting which shall be posted in the ASM-related page of the corporate website.

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For ASM-related matters, please go to <https://www.psbank.com.ph/annual-stockholders-meeting-2022/>.  
For ASM-related queries, please send an email to [psbasm@psbank.com.ph](mailto:psbasm@psbank.com.ph) or contact the Office of the Corporate Secretary at 8885-8208 local 8180/8535. For account updating/validation concerns, please get in touch with PSBank's Stock Transfer Agent, Metrobank Trust Banking Group (Attention: Walter R. Briones or Ma. Annette Valene A. Bautista), through 8857-5694 to 95 or via email to [walter.briones@metrobank.com.ph](mailto:walter.briones@metrobank.com.ph) or [annette.bautista@metrobank.com.ph](mailto:annette.bautista@metrobank.com.ph).