

## ANNEX “C”

**SBS PHILIPPINES CORPORATION  
ANNUAL STOCKHOLDERS’ MEETING  
June 26, 2026, at 3:00 p.m.  
Guidelines for Stockholders Voting in Absentia**

The Annual Stockholders’ Meeting (ASM) of SBS PHILIPPINES CORPORATION (SBS or the Company) is scheduled on June 26, 2026 (Friday) at 3:00 p.m. with the end of trading hours of the Philippine Stock Exchange on May 05, 2026 (Record Date) as the record date for the determination of stockholders entitled to the notice of, to attend, and to vote at such meeting and any adjournment thereof.

Pursuant to Section 7 of the Company’s By-Laws, Sections 23 and 57 of the Revised Corporation Code of the Philippines, and SEC Memorandum Circular No. 6-2020, SBS shall allow stockholders to vote in absentia through secured electronic voting.

### **Step 1. Pre-ASM Registration/Validation/Voting Procedures**

To exercise their right to vote in absentia, a stockholder must pre-register online through <https://cmol2wnhx00026wbi2p8kiu28.zapier.app/stockholder-registration>.

Pre-registration at <https://cmol2wnhx00026wbi2p8kiu28.zapier.app/stockholder-registration>, by uploading all the documentary requirements, will start on June 8, 2026 at 09:00 a.m. and should be made no later than June 17, 2026 at 11:59 p.m.

#### **A. For Certificated Individual Stockholders**

1. A clear copy of the stockholder’s valid government-issued ID (such as passport, driver’s license, or unified multipurpose 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.

Attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

#### **B. For Certificated Multiple Stockholders or Joint owners**

1. A clear copy of the ALL stockholders’ valid government-issued IDs (such as passport, driver’s license, or unified multipurpose ID) showing photo, signature, personal details, and contact number, preferably with residential address;
2. Stock certificate number/s;
3. A valid and active email address and contact number of the authorized representative;
4. Proof of authority of stockholder voting the shares signed by the other registered stockholders, for shares registered in the name of multiple stockholders (need not be notarized).

Attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

C. For Certificated Corporate/Partnership Stockholders

1. Secretary's Certification of 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, or unified multipurpose ID) of the stockholder's authorized representative showing photo, signature, and personal details, preferably with residential address;
4. A valid and active email address and contact number of an authorized representative for verification.

Attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

D. For Stockholders with Shares under PCD Participant/Broker Account

1. Certification from the broker as to the number of shares owned by the stockholder, with contact details of the PCD Participant/Broker for verification. Please note that should SBS be unable to verify the shares of a shareholder because the PCD Participant/Broker is inaccessible, this may result in failure of registration of the concerned shareholder;
2. A clear copy of the stockholder's valid government-issued ID (such as passport, driver's license, or unified multipurpose ID) showing photo, signature, and personal details, preferably with residential address;
3. A valid and active email address and contact number of the stockholder.

Attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

Stockholders will receive an email reply from SBS Office of the Corporate Secretary as soon as practicable. The Office of the Corporate Secretary's email reply will either confirm successful registration and provide the link for voting or require submission of deficient documents. If you have not received any email reply, please call tel. no. 88443871.

Important Reminders:

- a. Please refrain from sending duplicate and inconsistent information/documents as this can result in failed registration.
- b. All documents/information shall be subject to verification and validation by the Company.
- c. Each successful registration will be counted to determine the quorum. However, should a successful registrant fail to cast his/her vote, the Chairman of the meeting shall be automatically appointed/designated as proxy to cast the vote of said registrant.
- d. No re-casting of votes shall be allowed.

## **Step 2: Voting in Absentia Procedure**

Stockholders who have successfully registered shall be notified via email from the Office of the Corporate Secretary of their validated registration for voting. Registered stockholders can then cast their votes for specific items on the agenda by voting through the link provided in the email from the Office of the Corporate Secretary.

1. Validated registered shareholders can vote through the link on each agenda item. A brief description of each item for stockholders' approval can be found in the Information Statement.
  - 1.1 A stockholder has the option to vote "Yes", "No", or "Abstain" on each agenda item for approval, except for the election of directors, where every stockholder will be entitled to cumulate his votes.
2. Once the stockholder has finalized his vote, he can proceed to submit his ballot online from June 15, 2026 at 09:00 a.m. and no later than June 24, 2026 at 11:59 p.m.

For any clarifications, please contact:

**ATTY. MONINA JANE S. NAZAL  
CORPORATE INFORMATION OFFICER  
SBS PHILIPPINES CORPORATION  
10 RESTHAVEN ST., SFD, QUEZON CITY 1105  
tel. nos. 88443871**

For other ASM-related queries, stockholders may contact SBS at [legalassistant@sbsph.com](mailto:legalassistant@sbsph.com)