

REQUIREMENTS AND PROCEDURE FOR

ELECTRONIC VOTING IN ABSENTIA

AND

PARTICIPATION BY REMOTE COMMUNICATION

ELECTRONIC VOTING IN ABSENTIA

Stockholders as of December 31, 2019 (“Stockholders”) have the option of electronic voting *in absentia* on the matters in the Agenda, after complete registration and successful validation. To access the Electronic Voting in Absentia system, stockholders are required to provide their active, primary electronic mail (e-mail) addresses to the Corporation by informing the Corporation, together with submission of documents necessary for validation, through email at corporatesecretary@rhi.com.ph. Stockholders may also inform their respective brokers who will provide the necessary information on behalf of the stockholders.

The following are needed for registration:

2.1 For Individual Stockholders–

2.1.1 A recent photo of the Stockholder, with the face fully visible (in .JPG format). The file size should be no larger than 2MB;

2.1.2 A scanned copy of the Stockholder’s valid government-issued ID showing photo and personal details, signature, and preferably with residential address (in .JPG format). The file size should be no larger than 2MB;

2.1.3 A valid and active e-mail address; and

2.1.4 A valid and active contact number.

2.2 For Stockholders with joint accounts –

A scanned copy of an authorization letter signed by all Stockholders, identifying who among them is authorized to cast the vote for the account (in .JPG format). The file size should be no larger than 2MB.

2.3 For Stockholders under Broker accounts –

2.3.1 A broker’s certification on the Stockholder’s number of shareholdings (in .JPG format). The file size should be no larger than 2MB;

2.3.2 A recent photo of the stockholder, with the face fully visible (in .JPG format). The file size should be no larger than 2MB;

2.3.3 A scanned copy of the Stockholder’s valid government-issued ID showing photo and personal details, signature and preferably with residential address (in .JPG format). The file size should be no larger than 2MB;

2.3.4 A valid and active e-mail address; and

2.3.5 A valid and active contact number.

2.4 For Corporate Stockholders –

2.4.1 A secretary's certificate attesting to the authority of the representative to vote for, and on behalf of the Corporation (in .JPG format). The file size should be no larger than 2MB;

2.4.2 A recent photo of the stockholder's representative, with the face fully visible (in .JPG format). The file size should be no larger than 2MB;

2.4.3 A scanned copy of the valid government-issued ID of the stockholder's representative showing photo and personal details, signature and preferably with residential address (in .JPG format). The file size should be no larger than 2MB;

2.4.4 A valid and active e-mail address of the Stockholder's representative; and

2.4.5 A valid and active contact number of the Stockholder's representative.

The above documents shall be submitted to the Corporate Secretary by email through: corporatesecretary@rhi.com.ph no later than May 26, 2020.

Important Note: Incomplete or inconsistent information may result in an unsuccessful registration. As a result, Stockholders will not be allowed access 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 May 26, 2020.

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

The deadline for registration to vote *in absentia* is May 26, 2020. Beyond this date, Stockholders may no longer avail of the option to vote *in absentia*.

After validation, shareholders will receive their unique access codes, together with the instructions sent to the e-mail address provided. Stockholders may then access the link <https://asm2020.rhi.com.ph/> to complete the validation and start the voting process. Stockholders whose submission cannot be validated for being incomplete or for submitting unverifiable information shall not be allowed to proceed with registration and voting.

The validation process will be completed by the Corporation no later than three (3) business days from the final date of submission of requirements for electronic voting in absentia, to the Corporation.

Once validated, the Stockholder will receive an e-mail confirmation on their successful registration. Registered Stockholders have until the end of the Meeting to cast their votes *in absentia*.

All agenda items indicated in the Notice of the Meeting will be set out in the digital absentee ballot and the registered Stockholder may vote as follows:

1. For items other than the Election of Directors, the registered Stockholder has the option to vote: For, Against, or Abstain. The vote is considered cast for all the registered Stockholder's shares.

2. For the Election of Directors, the registered Stockholder may vote for all nominees, not vote for any of the nominees, or vote for some nominees only, in such number of shares as preferred by the Stockholder, 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, or abstain from voting.

Once voting on the agenda items is finished, the registered Stockholder can proceed to submit the accomplished ballot by clicking the 'Submit' button.

Electronic Voting in Absentia system will prompt the Stockholder to confirm the submission of the ballot. The votes cast *in absentia* will have equal effect as votes cast by proxy.

After the ballot has been submitted, Stockholders may no longer change their votes.

The Corporate Secretary will count and tabulate the votes cast *in absentia* together with the votes cast by proxy. The Corporate Secretary shall report the results of voting, as validated, immediately after the Meeting.

PARTICIPATION BY REMOTE COMMUNICATION

Stockholders as of December 31, 2020 ("Stockholders") who are registered under the Electronic Voting in Absentia system can also participate in the Meeting on June 4, 2020 by remote communication by clicking the ASM live feed access in the same system.

Only those shareholders who have notified the Company of their intention to participate in the Meeting by remote communication, and who voted in absentia and/or by proxy, will be included in determining the existence of a quorum.

Shareholders will not be able to vote unless they register in the Electronic Voting in Absentia system or authorize the Chairman to vote as proxy, on or before May 26, 2020.

Shareholders may send their questions and/or comments prior to or during the meeting at corporatesecretary@rhi.com.ph, or through text to the following mobile numbers: (Smart) 0998 591 4793 or (Globe) 0977 182 5950.

A link to the recorded webcast of the Meeting will be posted on the Company's website after the Meeting.

Stockholders shall have two weeks from posting to raise to the Company any issues, clarifications and concerns on the Meeting conducted.

For any clarifications, please contact our Office of the Corporate Secretary through corporatesecretary@rhi.com.ph.