

## **GUIDELINES FOR PARTICIPATING VIA REMOTE COMMUNICATION AND VOTING IN ABSENTIA**

### **STEP 1. PRE-ASM REGISTRATION/VALIDATION/VOTING PROCEDURES**

Stockholders must notify the Office of the Corporate Secretary of their intention to participate in the ASM via remote communication or to exercise their right to vote *in absentia* by sending the scanned copies of the documentary requirements with transmittal letter addressed to the Office of the Corporate Secretary VIA EMAIL to [legal@newportworldresorts.com](mailto:legal@newportworldresorts.com) with return receipt.

The following complete/accurate documentary requirements, as indicated below, with transmittal letter MUST BE SENT TO AND RECEIVED by the Office of the Corporate Secretary **no later than Monday, 27 November 2023**:

#### **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 stockholder; and
4. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. The Proxy Form can be downloaded from the Company's website at <https://travellers.com.ph/2023-annual-stockholders-meeting-2/>.

**If sending via e-mail, 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 and personal details, preferably with residential address;
2. Stock certificate number/s;
3. A valid and active email-address and contact number of 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); and
5. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. The Proxy Form can be downloaded from the Company's website at <https://travellers.com.ph/2023-annual-stockholders-meeting-2/>.

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#### **C. For Certificated Corporate/Partnership Stockholders**

1. Secretary's Certification of Board resolution attesting to the authority of 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 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 authorized representative; and
5. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. Proxy form can be downloaded from the Company's website at <https://travellers.com.ph/2023-annual-stockholders-meeting-2/>.

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

1. Certification from broker as to the number of shares owned by stockholder;
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 stockholder or proxy; and
4. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. Proxy form can be downloaded from the Company's website at <https://travellers.com.ph/2023-annual-stockholders-meeting-2/>.

**If sending via e-mail, attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.**

The documents submitted will then be verified by the Office of the Corporate Secretary. Stockholders will receive an e-mail reply from the Company within three (3) business days from receipt. The Company's e-mail reply will either confirm successful registration and provide the link/meeting details to the Company's 2023 ASM, OR require submission of deficient documents. If you have not received any e-mail reply within three (3) business days from receipt, please send an e-mail to [legal@newportworldresorts.com](mailto:legal@newportworldresorts.com).

**STEP 2: VOTING *IN ABSENTIA* PROCEDURE**

Stockholders who have successfully registered shall be notified via e-mail from the Office of the Corporate Secretary of their log-in credentials for the ASM. Registered stockholders can then cast their votes for specific items in the agenda by accomplishing the print-out of the Company's ballot form. The ballot form can be accessed and downloaded from the Company's website at <https://travellers.com.ph/2023-annual-stockholders-meeting-2/>.

1. Upon accessing and downloading the ballot, the stockholder can vote on each agenda item on the ballot print-out. A brief description of each item for stockholders' approval can be found in **Annex A** to the Notice of Annual Meeting.
  - 1.1. A stockholder has the option to vote "Yes", "No", or "Abstain" on each agenda item for approval.
2. Once the stockholder has finalized his vote, he can proceed to submit his ballot by sending in JPG or PDF format to [legal@newportworldresorts.com](mailto:legal@newportworldresorts.com) **no later than 27 November 2023.**

**If sending via e-mail, attachment/s should be clear scanned copies in JPG or PDF format, with each file size no larger than 2MB.**

### **STEP 3: ASM LIVESTREAM**

The ASM will be broadcasted live and stockholders who have successfully registered can participate via remote communication. Details of the meeting will be sent to stockholders in the e-mails provided to the Company.

Video recordings of the ASM will be adequately maintained by the Company.

### **QUESTIONS FROM STOCKHOLDERS**

Stockholders should send any question that they may have in advance by sending an e-mail bearing the subject "ASM 2023 Open Forum" to [legal@newportworldresorts.com](mailto:legal@newportworldresorts.com) not later than **5:00 p.m. of 1 December 2023.**

During the virtual meeting, the meeting's moderator will read the questions submitted in accordance with the immediately preceding paragraph and representatives of the Company shall endeavor to answer as many of the questions as time will allow.

Questions/comments received but not entertained during the ASM due to time constraints will be addressed separately by the Company through the stockholders' e-mail addresses.

For any clarifications, please contact the Office of the Corporate Secretary at [legal@newportworldresorts.com](mailto:legal@newportworldresorts.com).