

EXPLANATION OF AGENDA ITEMS

The following are the Rules of Conduct and Procedures for the meeting:

- Stockholders who intend to attend and participate in the meeting via remote communication and to exercise their vote in absentia must notify the Company by email at asm2021@ipeople.com.ph, on or before July 20, 2021. After verification of the email request, the link to the live webcast of the meeting and the proxy form shall be sent to the indicated email address of the registered stockholder.
- Stockholders may vote by appointing a proxy. Stockholders voting by proxy shall submit via email the duly accomplished proxies for examination, validation and recording no later than 5:00 pm of July 20, 2021 to the Office of the Corporate Secretary at asm2021@ipeople.com.ph.
- Pursuant to Sections 57 and 23 of the Revised Corporation Code and SEC Memorandum Circular No. 6, Series of 2020, the Company has set up a registration and voting mechanism which may be accessed by the stockholders to participate and vote in absentia on the agenda items presented for resolution at the meeting, as detailed in the Annex A and Annex B to the Information Statement. A stockholder who votes in absentia shall be deemed present for purposes of quorum.
- The items in the Agenda for the approval by the stockholders will need the affirmative vote of stockholders representing at least a majority of the outstanding voting stock, voting through a proxy or voting electronically by remote communication or in absentia.
- Each of the proposed resolutions or items in the Agenda will be shown on the screen as the same is taken up at the meeting.
- Election of directors will be by plurality of votes and every stockholder will be entitled to cumulate his/her votes.
- The Company's stock transfer agent will tabulate, verify and validate all votes received.
- The Corporate Secretary shall report the results of voting during the meeting.
- Stockholders may email to asm2021@ipeople.com.ph relevant questions or comments to matters to be taken up, on or before the time of the meeting. The Company will endeavor to answer all questions submitted prior to and in the course of the meeting, or separately through the Company's Investor Relations Office within a reasonable period after the meeting. Stockholders are advised to send questions early to be assured that these will be taken up in time.
- The webcast will be recorded and will be posted on the Company's website after the meeting.