

ANNEX 'A'

A. Procedure to Register to be able to Attend and Participate in the Meeting

Stockholders are requested to notify the Company by July 18, 2023, via email at asm2023@ipeople.com.ph, of their intention to participate in the Company's Annual Stockholders' Meeting on 28 July 2023 by remote communication.

For validation purposes, Stockholders shall also provide the Company with the following information: (a) Name; (b) Address; and (c) Contact Number. The Company may also require the submission of certain documents to ascertain and verify the identity of the requesting person.

B. Procedure for Electronic Voting In Absentia

I. Coverage

Stockholders of iPeople, inc. who chose to electronically vote *In Absentia*, upon valid registration.

II. Registration

1. Who may Register - Stockholders of Record as of June 28, 2023
2. When to Register - Registration period shall be from July 11, 2023 at 8:00am until July 18, 2023 at 5:00pm, Philippine time ("Registration Period"). Beyond this date, Stockholders may no longer avail of the option to electronically participate at the Annual Stockholders' Meeting and vote by remote communication or in absentia.
3. How to Register - The Stockholder will be requested to send a notification to asm2023@ipeople.com.ph together with scanned or digital copy of the documents listed below, within the Registration Period, for validation.

Individual Stockholders:

- a. A recent photo of the Stockholder, with the face fully visible,
- b. Front and back portions of the Stockholder's valid government-issued identification card, preferably with residential address, and
- c. Contact number

Stockholders with Joint Accounts:

- a. Authorization letter signed by all Stockholders, identifying who among them is authorized to cast the vote for the account,
- b. A recent photo of the authorized Stockholder, with the face fully visible,
- c. Front and back portions of the authorized Stockholder's valid government-issued identification card, preferably with residential address, and
- d. Contact number of the authorized Stockholder

Broker Accounts:

- a. The broker's certification on the Stockholder's number of shareholdings,
- b. A recent photo of the Stockholder, with the face fully visible,
- c. Front and back portions of the Stockholder's valid government-issued identification card, preferably with residential address, and
- d. Contact number

Corporate Stockholders:

- a. Signed Secretary's Certificate attesting to the authority of the representative to vote for and on behalf of the Corporation,
- b. A recent photo of the Stockholder's representative, with the face fully visible,
- c. Front and back portions of the valid government-issued identification card of the Stockholder's representative, preferably with residential address, and
- d. Contact number of the Stockholder's representative

Stockholders with incomplete requirements, and who were not given the link to attend the meeting through remote communication or vote *in absentia*, may still vote by sending a proxy to the Annual Stockholders' Meeting.

4. Validation of Registration

The validation of the Stockholder's registration shall be completed by the Company within three (3) business days from receipt thereof.

The Company will send an email confirming the successful validation of the Stockholder's registration.

Please note that submission of incomplete or inconsistent information may result in an unsuccessful registration and attendance in the meeting through remote communication will not be allowed.

Note: In light of recent events, the Company shall allow electronic signature for the required documents, as may be 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 date, as it deems necessary.

III. Voting

Please use the form attached as **ANNEX 'B'** to record your vote and then email to: asm2023@ipeople.com.ph on or before July 18, 2023.

Notes & Conduct of Voting:

A. Voting

1. The Stockholder Appointing a Proxy:
Stockholders may give the Proxy the authority to vote in all matters for approval.
2. The Stockholder Voting by Remote Communication or In Absentia:
The Stockholder will be asked to fill in the attached Annex "B".
 - a. 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.
 - b. 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.

The votes cast in absentia will have equal effect as votes cast by proxy.

B. Tabulation & Validation of Votes *In Absentia* or by Proxy

All votes cast through proxy forms or in absentia will be tabulated by the Company, and the RCBC Stock Transfer Office will validate the results.

Validation and final tally of votes through Proxy or *In Absentia* shall be released on or before the meeting date.

C. Determination of Quorum

Only those Stockholders who have notified the Company of their intention to participate in the Annual Stockholders' Meeting by remote communication, and who have successfully registered during the Registration Period, together with the Stockholders who voted by proxy or in absentia will be included in the determination of quorum.

D. Access to the Live Meeting

The Company will send the registered Stockholders the link to the live webcast of the Annual Stockholder's Meeting through the email confirming their successful registration no later than two (2) business days prior to the date of the Meeting.

E. Stockholders' Questions/Comments During the Meeting

Stockholders may send their questions and/or comments during the meeting to asm2023@ipeople.com.ph. The Corporate Secretary shall raise these questions on behalf of the Stockholder.

F. Recording of the Annual Meeting

The Company shall post the link to the recorded webcast of the Annual Stockholder's Meeting on the Company's website within two (2) weeks after the conduct of the meeting.