

**PROCEDURE FOR PARTICIPATION IN THE
PHILTRUST BANK ANNUAL STOCKHOLDERS' MEETING
VIA REMOTE COMMUNICATION**

1. Stockholders of record date as of June 18, 2021, who wish to participate in the Annual Stockholders' Meeting are requested to notify the Bank and to submit the Ballot/Proxy through email at ptcorsec@philtrustbank.com from July 12 to July 15, 2021.
2. The email should contain the following requirements for validation:
 - 2.1 For Individual Stockholders
 - a. Name;
 - b. Recent photo;
 - c. Address;
 - d. Valid and active contact number;
 - e. Valid and active email address; and
 - f. Scanned copy of any valid government-issued ID with photo
 - 2.2 For Stockholders with joint accounts

A scanned copy of an authorization letter signed by all stockholders named in the joint account, identifying who among them is authorized to cast the vote.

Submit also the requirements listed in No. 2.1 above.
 - 2.3 For Stockholders under Broker accounts
 - a. A broker's certification on the Stockholder's number of shareholdings
 - b. Recent photo;
 - d. Valid and active contact number;
 - e. Valid and active email address; and
 - f. Scanned copy of any valid government-issued ID with photo
 - 2.4 For Corporate Stockholders
 - a. A Secretary's Certificate attesting to the authority of the representative to vote for, and on behalf of the Corporation
 - b. Valid and active contact number of the representative;
 - c. Valid and active email address of the representative; and
 - d. Scanned copy of any valid government-issued ID with photo of the representative.
 - 2.5 For Stockholders to be represented by a proxy or authorized person
 - a. Submit scanned copy of the duly accomplished Proxy Form or an authorization letter signed by the Stockholder to cast the vote.
 - b. Valid and active contact number of the proxy holder;
 - c. Valid and active email address of the proxy holder; and
 - d. Scanned copy of any valid government-issued ID with photo of the proxy holder
3. After validation, the Stockholders will receive an email from the Office of the Corporate Secretary and will be provided with a link to the meeting. The validated Stockholders and Proxy holders will be included in computation of the attendance and the quorum at the meeting.
4. Questions on any item in the Agenda may be submitted through email at ptcorsec@philtrustbank.com on or before July 15, 2021. No questions from the stockholders will be allowed during the meeting.
5. For any clarification, please contact the Office of the Corporate Secretary through email at ptcorsec@philtrustbank.com.