

**INTERNAL PROCEDURES FOR ELECTRONIC VOTING IN ABSENTIA AND/OR BY PROXY  
ON STOCKHOLDERS' MEETING****I. Registration Requirements**

The conduct of the meeting will be streamed live, and stockholders may attend the meeting by registering until 18 September 2020, 05:00 P.M. via <https://www.ptt.com.ph/annual-stockholders-meeting/#annual-stockholders-meeting> and by submitting the following requirements and documents, subject to verification and validation:

1. Individual Stockholders
  - 1.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others in order to validate the registration of the shareholder (up to 2MB)
  - 1.2. Number of shares held and stock certificate number
  - 1.3. Active e-mail address/es
  - 1.4. Active contact number/s, with area and country codes
  - 1.5. Present Address
2. Multiple Stockholders or with joint accounts
  - 2.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others in order to validate the registration of the shareholders (up to 2MB)
  - 2.2. Number of shares held and stock certificate number/s
  - 2.3. Active e-mail addresses of the stockholders
  - 2.4. Active contact numbers, with area and country codes
  - 2.5. Present Address
  - 2.6. Digital copy of an authorization letter executed by all named holders, authorizing a holder to vote for and on behalf of the account
3. Corporate Stockholders
  - 3.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s) of the Corporate Stockholder Representative, which include the passport, driver's license, SSS ID, senior citizen ID, among others to validate the registration of the authorized representative (up to 2MB)
  - 3.2. Number of shares held and stock certificate number/s
  - 3.3. Active e-mail address/es of the authorized representative
  - 3.4. Active contact number of authorized representative, with area and country codes
  - 3.5. Office Address
  - 3.6. Digital copy of the Secretary's Certificate (or equivalent for non-resident) attesting to the authority of the representative to vote for and on behalf of the corporation
4. PCD Participants/Stockholders under Broker Accounts
  - 4.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others to validate the registration of the authorized representative (up to 2MB)
  - 4.2. Active e-mail address/es of the authorized representative
  - 4.3. Active contact number of authorized representative, with area and country codes 84
  - 4.4. Digital copy of the Secretary's Certificate (or equivalent for non-resident) attesting to the authority of the representative to vote for and on behalf of the PCD participant/broker
  - 4.5. Digital copy of the certificate of shareholdings issued by the PCD/broker

Stockholders who cannot or opt not to use the online registration form will be allowed to vote through a proxy. Please coordinate with the Office of the Corporate Secretary by email to [investors@ptt.com.ph](mailto:investors@ptt.com.ph) for further assistance in the submission of proxy forms. The proxy forms together with voting instructions and other documents required for stockholders submitting a proxy must be received by the Office of the Corporate Secretary by email to [investors@ptt.com.ph](mailto:investors@ptt.com.ph) on or before 05:00 P.M. on 18 September 2020 (Friday). PT&T reserves the right to request additional

information, and original signed copies of the documents forming part of the registration requirements at a later time.

Please refrain from sending incomplete or inconsistent information/documents as these can result in an unsuccessful registration. All documents/information shall be subject to verification and validation by the Corporation.

## **II. Electronic voting 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 all items, except for Election of Directors, the registered Stockholder has the option to vote: "Yes", "No", or "Abstain". The vote is considered cast for all the registered stockholders' shares.
2. For the Election of Directors, a stockholder entitled to vote:
  - 2.1. may vote such number of shares owned by it for as many persons as there are Directors to be elected; or
  - 2.2. may cumulate said shares and give one candidate as many votes as the number of Directors to be elected multiplied by the number of their shares; or
  - 2.3. may distribute them on the same principle among as many candidates as may be seen fit.

The total number of votes cast shall not exceed the total number of shares held by the shareholder multiplied by the number of directors to be elected. Note that there are 9 Directors to be elected.

3. Once the stockholder has finalized his vote, he can proceed to submit his vote by clicking the "Submit" button.
4. The stockholder can still change and re-submit votes, provided, such new votes are submitted using the same stockholder details. Previous votes will be automatically overwritten and replaced with the new votes cast.
5. The online voting form should be received by PT&T's Stock Transfer Agent on or before 18 September 2020. PT&T's Stock Transfer Agent and the Office of the Corporate Secretary will tabulate all votes received and will validate the results.

## **III. Participation via remote communication**

1. Stockholders may attend the meeting on 25 September 2020 at 11:00 A.M. via the link sent to the email address indicated by the stockholder on the registration form.
2. The livestream shall be broadcasted via Microsoft Teams, which may be accessed through:
  - 2.1. the downloaded Zoom application on a desktop computer or mobile device;
  - 2.2. the link sent to the Stockholders' email address; or
  - 2.3. the telephone dial-in details also sent to the Stockholders' email address.
3. For purposes of quorum, only the following stockholders shall be counted as present:
  - 3.1. Stockholders who have registered and did the electronic voting in absentia by 05:00 P.M. on 18 September 2020;
  - 3.2. Stockholders who have sent their proxies via the platform by 05:00 P.M. on 18 September 2020; and
  - 3.3. Stockholders who have submitted their proxies together with documents required for stockholders submitting a proxy to the Office of the Corporate Secretary by email to [investors@ptt.com.ph](mailto:investors@ptt.com.ph).

#### IV. Q&A

1. During the virtual meeting, the Company will have a moderator who will read questions from the stockholders and PT&T management will endeavor to answer as many questions as time will allow.
2. Stockholders may send their questions in advance by sending an email bearing the subject "PT&T 2020 ASM Q&A" to [investors@ptt.com.ph](mailto:investors@ptt.com.ph) on or before 18 September 2020. A section for stockholder comments/questions or a "chatbox" shall also be provided in the livestream platform.
3. Questions and comments received but not entertained during the Q&A due to time constraints will be addressed separately by PT&T's Investor Relations via email. Stockholders are advised to send in their questions as early as possible.

For any concerns, please contact PT&T's Investor Relations Department at [investors@ptt.com.ph](mailto:investors@ptt.com.ph).

For complete information on the annual meeting, please visit <https://www.ptt.com.ph/annual-stockholders-meeting/#>.