

**WILCON DEPOT, INC. (WLCON) ANNUAL STOCKHOLDERS' MEETING**  
**INSTRUCTIONS AND PROCEDURES FOR PARTICIPATION BY VIRTUAL/REMOTE**  
**COMMUNICATION AND VOTING BY ABSENTIA**

1. WLCON will be holding its Annual Stockholders' Meeting on 17 June 2024 (Monday) at 9 pm via virtual/remote communication.
2. The platform for participation, details and documents for the online meeting are all available at <https://investor.wilcon.com.ph/asm/>
3. Only stockholders as of 23 May 2024 record date may participate, register and vote.

**REGISTRATION**

1. Only stockholders of record as at the close of business on 23 May 2024 are entitled to notice, participate and vote at the meeting.
2. Stockholders who wish to participate in the meeting must register from 8 am of 3 June until 5 pm of 14 June 2024.
3. During the registration, stockholders will be required to provide personal data for verification and validation purposes.
4. Personal data required for registration are as follows (file size should not be larger than 5MB):

Individual Stockholder

- a. Name
- b. No. of shares
- c. Stock Certificate or if under broker's account, broker's certificate
- d. Address
- e. Valid and Active Email Address
- f. Valid and Active Contact No.
- g. Copy of Government Issued ID with photo and details
- h. If joint accounts, must submit an authorization signed by all account owners designating who among them is authorized to vote.

For Corporate/Organizational Stockholders

- a. Company Name
  - b. Name of Authorized Representative
  - c. No. of shares
  - d. Stock Certificate or if under broker's account, broker's certificate
  - e. Address of the Company
  - f. Valid and Active Email Address
  - g. Valid and Active Contact No.
  - h. Copy of Government Issued ID of the Authorized Representative with photo and details
  - i. Secretary's Certificate or Authorization
5. Stockholders agree and consent that the personal data collected, processed and retained by the Company shall be used for purposes of their participation in the Annual

Stockholders' Meeting. The Privacy Notice of the Company is available on <https://investor.wilcon.com.ph/asm/>

#### **VALIDATION OF REGISTRATION**

1. Stockholders must submit all the information stated above.
2. WLCON and its stock transfer agent will validate all the information provided within three (3) business days from registration. Incomplete and invalid information will be denied.
3. Once validated, stockholder will receive an email confirming their registration.
4. A link to the voting in absentia platform shall also be provided in the email confirmation.

#### **VOTING IN ABSENTIA**

1. Only stockholders with validated registration may use the voting in absentia platform. Casting of votes shall only be until 5 pm of 14 June 2024.
2. All agenda items indicated in the Notice of the Meeting will be set out in the digital ballot.
3. For all items, except for election of directors, stockholder has the option to vote for: FOR, AGAINST or ABSTAIN. All the registered shares of the stockholders shall be counted in accordance with his/her vote.
4. For the election of directors, a stockholder may vote the number of shares owned by him/her for as many persons as there are directors to be elected, or to cumulate his/her votes by giving one candidate as many votes as the number of shares shall equal, or by distributing such votes as the same principle among any number of candidates.
5. The external auditor of WLCON and the Office of the Asst. Corporate Secretary will tabulate all votes received and shall validate the results.

#### **PARTICIPATION IN THE ONLINE MEETING**

1. Only successful registrants can attend the meeting. The link to the meeting to be conducted via Zoom shall be sent to the email address indicated by the stockholder in the registration form.
2. For purposes of quorum, only stockholders who have registered and voted on the provided platforms and stockholders who have sent their proxies shall be counted as present.
3. Questions or concerns on the above instructions and procedures can be emailed to [wilcon\\_asm@wilcon.com.ph](mailto:wilcon_asm@wilcon.com.ph). Stockholders are also encouraged to send their questions to [wilcon\\_asm@wilcon.com.ph](mailto:wilcon_asm@wilcon.com.ph) prior to the meeting. Questions shall be collated and answered during the meeting. If not answered during the meeting, answers shall be sent via email.
4. The proceedings of the meeting will be recorded.