

DOMINION HOLDINGS, INC.
ANNUAL STOCKHOLDERS' MEETING
April 12, 2024 at 3:00 p.m.

Guidelines for Participating via Remote Communication and Voting *in Absentia*

The 2024 virtual Annual Stockholders' Meeting (**ASM**) of Dominion Holdings, Inc. (**DHI**) is scheduled on **April 12, 2024 (Friday) at 3:00 p.m.** with the end of trading hours of the Philippine Stock Exchange on **March 8, 2024 (Record Date)** as the record date set by the Board of Directors for the determination of stockholders entitled to the notice of, to attend, and to vote at such meeting and any adjournment thereof.

The ASM will be broadcasted via livestreaming accessible to registered participants. Stockholders will be allowed to register, attend, participate and vote via remote communication or *in absentia* pursuant to Sections 23 and 57 of the Revised Corporation Code of the Philippines.

Step 1. Pre-ASM Registration/Validation/Voting Procedures

Stockholder must notify the Office of the Corporate Secretary of their intention to participate in the ASM via remote communication or to exercise their right to vote *in absentia* by sending the documentary requirements with transmittal letter addressed to the Office of the Corporate Secretary, 21st Floor, BDO Towers Valero, 8741 Paseo de Roxas, Salcedo Village, Makati City VIA COURIER/PERSONAL DELIVERY OR scanned copies of these documents by EMAIL to <natividad.josephjason@bdo.com.ph> with return-receipt.

The following complete/accurate documentary requirements with transmittal letter MUST BE SENT TO AND RECEIVED by the Office of the Corporate Secretary no later than April 02, 2024:

• ***For Certificated Individual Stockholders***

1. A clear copy of the stockholder's valid government-issued ID (such as passport, driver's license, or unified multipurpose ID) showing photo, signature and personal details, preferably with residential address.
2. Stock certificate number/s.
3. A valid and active e-mail address and contact number of stockholder.
4. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. Proxy form can be downloaded from DHI's website <<https://www.bdo.com.ph/dominion/annual-stockholders-meeting>>.

If sending via email, attachments should be clear copies in JPG or PDF format. with each file size no larger than 2MB.

• ***For Certificated Multiple Stockholders or Joint owners***

1. A clear copy of the ALL stockholders' valid government-issued IDs (such as passport, driver's license, or unified multipurpose ID) showing photo, signature and personal details, preferably with residential address.
2. Stock certificate number/s.
3. A valid and active email address and contact number of authorized representative.
4. Proof of authority of stockholder voting the shares signed by the other registered stockholders, for shares registered in the name of multiple stockholders. (need *not* be notarized)
5. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. Proxy form can be downloaded from DHI's website. <<https://www.bdo.com.ph/dominion/proxy-form>>.

If sending via email, attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

- **For Certificated Corporate/Partnership Stockholders**
 1. Secretary's Certification of Board resolution attesting to the authority of representative to participate by remote communication for, and on behalf of the Corporation/Partnership.
 2. Stock certificate number/s.
 3. A clear copy of the valid government-issued ID (such as passport, driver's license, or unified multipurpose ID) of stockholder's authorized representative showing photo, signature and personal details, preferably with residential address.
 4. A valid and active email address and contact number of authorized representative
 5. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. Proxy form can be downloaded from DHI's website <<https://www.bdo.com.ph/dominion/proxy-form>>.

If sending via email, attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

- **For Stockholders with Shares under PCD Participant/Broker Account**
 1. Certification from broker as to the number of shares owned by stockholder.
 2. A clear copy of the stockholder's valid government-issued ID (such as passport, driver's license, or unified multipurpose ID) showing photo, signature and personal details.
 3. Secretary preferably with residential address.
 4. A valid and active email address and contact number of stockholder or proxy.
 5. If appointing a proxy, duly accomplished and signed proxy indicating the votes on the agenda items. Proxy form can be downloaded from DHI's website <<https://www.bdo.com.ph/dominion/proxy-form>>.

If sending via email, attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

Stockholders will receive an e-mail reply from DHI's Office of the Corporate as soon as practicable. The Office of the Corporate Secretary's email reply will either confirm successful registration and provide the link/meeting details to DHI's 2024 ASM OR require submission of deficient documents. If you have not received any email reply, please call tel. no. 8840-7694.

Important Reminder: Please refrain from sending duplicate and inconsistent information/documents as this can result in failed registration. All documents/information shall be subject to verification and validation by DHI.

Step 2: Voting in Absentia Procedure

Stockholders who have successfully registered shall be notified via email from the Office of the Corporate Secretary of their log-in credentials for the ASM. Registered stockholders can then cast their votes for specific items in the agenda by accomplishing the DHI's 2024 ASM Ballot Form. The ballot form can be accessed and downloaded from DHI's website <<https://www.bdo.com.ph/dominion/ballot>>.

1. Upon accessing and downloading the ballot, the stockholder can vote on each agenda item on the ballot print-out. A brief description of each item for stockholders' approval are appended as Annex A to the Notice of Meeting.
 - 1.1 A stockholder has the option to vote "Yes", "No", or "Abstain" on each agenda item for approval.
2. Once the stockholder has finalized his vote, he can proceed to submit his ballot by sending in JPG or PDF format to <natividad.josephjason@bdo.com.ph> no later than April 02, 2024.

If sending via email, attachment/s should be clear copies in JPG or PDF format, with each file size no larger than 2MB.

Step 3: Virtual ASM

The ASM will be broadcasted live and stockholders who have successfully registered can participate via remote communication. Details of the meeting will be sent to stockholders in the emails provided by DHI. Instructions on how to access the broadcast will also be posted at <<https://www.bdo.com.ph/dominion/annual-stockholders-meeting>>.

Video recordings of the ASM will be adequately maintained by the Company and will be made available to participating stockholders upon request. Stockholders may access the recorded webcast of the ASM by sending an email request addressed to <natividad.josephjason@bdo.com.ph>.

Open Forum

During the virtual meeting, the Company will have an Open Forum, during which, the meeting's moderator will read and where representatives of the Company shall endeavor to answer as many of the questions and comments received from stockholders as time will allow.

Stockholders may send their questions in advance by sending an email bearing the subject "ASM 2024 Open Forum" to <natividad.josephjason@bdo.com.ph>. A section for stockholder comments/questions or a "chatbox" shall also be provided in the broadcasting platform.

The Company will endeavor to address separately via email those questions/comments received but not entertained during the Open Forum due to time constraints.

For any clarifications, please contact our Office of the Corporate Secretary through <natividad.josephjason@bdo.com.ph>.