

GERMAN-PHILIPPINE CHAMBER OF COMMERCE AND INDUSTRY, INC.
Internal Guidelines on the Conduct of the 2025 Annual General Meeting

I. Conduct and Schedule of the 2025 Annual General Meeting

1. The German Philippine Chamber of Commerce and Industry, Inc. (“**GPCCI**” or the “**Chamber**”) will be conducting a physical Annual General Meeting (“**AGM**”) for 2025.
2. The 2024 AGM will be held on **15 April 2025, Tuesday** at the **2nd floor Ballroom of Raffles and Fairmont Hotel, Makati**.
3. All members who wish to attend the AGM should register on the Chamber’s events website at <https://app.glueup.com/event/gpcci-annual-general-meeting-of-members-2025-134177> not later than **10 April 2025, Thursday**, at **10:00 a.m.** in order to receive the confirmation notice that will be sent by the CRM after registration.
4. All materials and handouts to be used during the meeting, may be found at <https://app.glueup.com/event/gpcci-annual-general-meeting-of-members-2025-134177>.

II. Submission of Proxies

1. Should the nominated representative of a Regular Corporate Member or Associate Member be unable to attend the AGM but would like to be represented thereat, he/she may accomplish the Proxy Form included with the notice of the AGM or found at <https://app.glueup.com/event/gpcci-annual-general-meeting-of-members-2025-134177>, and submit the same to the Chamber’s Office or email the same to kat.rodriquez@gpcci.org not later than **10 April 2025, Thursday**, at **10:00 a.m.**
2. All Proxy Forms should be properly signed. The Chamber shall allow the use of electronic signatures and the submission of electronic copies of documents, as applicable. However, the Chamber reserves the right to: (a) request additional information from or make additional clarifications with members to verify their identities (*ie.*, a member emails the Chamber its nomination form and proxy, but the email address used does not match the member’s email address on record with the Chamber); and (b) request signed originals of all documents submitted by email at a later time.

III. Voting

1. Only Regular Corporate Members and Associate Members of the Chamber who have paid their membership dues before the AGM shall be entitled to vote on the matters in the agenda of meeting. Accordingly, all such members are requested to settle their dues not later than **1 April 2025, Tuesday** at **5:00 p.m.** or they shall not be entitled to appoint a proxy or vote in connection with the AGM.
2. A Regular Corporate Member or Associate Member that wishes to vote by proxy shall accomplish and submit its proxy in accordance with Part II, Section 2 of these Internal Procedures.

3. A Regular Corporate Member or Associate Member that wishes to revoke its proxy may do so by: (a) emailing a written notice revoking the same to the Corporate Secretary (NAL@cltpsj.com.ph) with copy to kat.rodriquez@gpcci.org before the AGM; or (b) voting *in absentia*. Accordingly, Regular Corporate Members and Associate Members who submitted proxies before the AGM but who nevertheless join the meeting online shall not be deemed to have revoked their proxies.
4. A Regular Corporate Member or Associate Member that wishes to vote *in absentia* shall accomplish its ballot and submit the same to the Chamber's Office or email the same to kat.rodriquez@gpcci.org not later than **10 April 2025, Tuesday at 10:00 a.m.**
5. Ballots shall be made available to all Regular Corporate Members and Associate Members at <https://app.glueup.com/event/gpcci-annual-general-meeting-of-members-2025-134177> not later than **7 April 2025**.