

**GERMAN-PHILIPPINE CHAMBER OF COMMERCE AND INDUSTRY, INC.**  
Internal Guidelines on the Conduct of the 2023 Annual General Meeting

**I. Conduct and Schedule of the 2023 Annual General Meeting**

1. As the coronavirus disease 2019 (“**COVID 19**”) pandemic situation is now under control and the venue allows physical events, the German Philippine Chamber of Commerce and Industry, Inc. (“**GPCCI**” or the “**Chamber**”) will be conducting a physical Annual General Meeting (“**AGM**”) for 2023
2. The 2023 AGM will be held physically on 13 April 2023, Thursday at **4:00 p.m.** at the **Owners’ Lounge, 11<sup>th</sup> Floor, Raffles and Fairmont Makati.**
3. All members who wish to attend the AGM physically should register by registering on our event website at <https://tinyurl.com/432rkpux> not later than **05 April 2023, Wednesday**, at **10:00 a.m.** in order to receive the confirmation notice that will be sent by the CRM after registration.
4. Instructions on how members may attend and participate in the AGM, as well as all materials and handouts to be used during the meeting, may be found at <https://tinyurl.com/432rkpux>.

**II. Submission of Proxies**

1. Should the nominated representative of a Regular Corporate Member or Associate Member be unable to attend the AGM online but would like to be represented thereat, he/she may accomplish the proxy form which may be found at <https://tinyurl.com/432rkpux> and submit the same to the Chamber’s Office or email the same to [aileen.arao@gpcci.org](mailto:aileen.arao@gpcci.org) preferably by **05 April 2023, Wednesday** at **5:00 p.m.**, but not later than **10 April 2023, Wednesday** at **10:00 a.m.**
2. All proxies shall be properly signed. In view of the ongoing COVID-19 pandemic situation, 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 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 on or before **05 April 2023, Wednesday** at **5:00 p.m.**, but not later than **10 April 2023, Wednesday** at **5:00 p.m.** or they shall not be entitled to vote in connection with the AGM.

2. At its meeting held on 25 January 2023, the Board of Directors of the Chamber voted to allow Regular Corporate Members and Associate Members to attend and participate in the AGM by proxy or by remote communication and to vote by proxy or *in absentia*.
3. 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 1 of these Internal Procedures.
4. 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@cltpsi.com.ph](mailto:NAL@cltpsi.com.ph)) with copy to [aileen.arao@gpcci.org](mailto:aileen.arao@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.
5. 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 [aileen.arao@gpcci.org](mailto:aileen.arao@gpcci.org) preferably by **05 April 2023, Wednesday** at **5:00 p.m.**, but not later than **10 April 2023, Wednesday** at **10:00 a.m.** Ballots shall be made available to all Regular Corporate Members and Associate Members at <https://tinyurl.com/432rkpux> not later than **5 April 2023, Wednesday**.