

**GERMAN-PHILIPPINE CHAMBER OF COMMERCE AND INDUSTRY, INC.**  
Internal Guidelines on the Conduct of the 2024 Annual General Meeting

**I. Conduct and Schedule of the 2024 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 2024.
2. The 2024 AGM will be held on **11 April 2024, Thursday at 2<sup>nd</sup> 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-2024-99774> not later than **8 April 2024, Monday, 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-2024-99774>.

**II. Submission of Nominations for Director and Proxies**

1. Nomination for election to the Board of Directors, duly signed by a proposer and a seconder, shall be submitted in writing to the Executive Director at the Chamber’s office at the 8/F Döhle Haus Manila, 30-38 Sen. Gil Puyat Avenue, Barangay San Isidro, Makati City, Metro Manila (the “**Chamber’s Office**”) or emailed to [kat.rodriquez@gpcci.org](mailto:kat.rodriquez@gpcci.org) at least nine (9) business days prior to the date of the AGM or on or before **25 March 2024, Monday at 12:00 p.m.** Only Regular Corporate Members and Associate Members, through their designated representatives, shall be entitled to be voted as directors of the Board. Nomination Forms will be included with the notice of the AGM and will be made available at <https://app.glueup.com/event/gpcci-annual-general-meeting-of-members-2024-99774>.
2. 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-2024-99774>, and submit the same to the Chamber’s Office or email the same to [kat.rodriquez@gpcci.org](mailto:kat.rodriquez@gpcci.org) not later than **3 April 2024, Wednesday at 10:00 a.m.**
3. All nomination forms and proxies 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 (*i.e.*, 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 in good standing shall have the right to vote at the AGM. Accordingly, all members who have not paid their annual membership fees and other dues are requested to settle the same on or before **1 April 2024, Monday, at 12:00 p.m.**
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@cltpsi.com.ph](mailto:NAL@cltpsi.com.ph)) with copy to [kat.rodriquez@gpcci.org](mailto: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](mailto:kat.rodriquez@gpcci.org) not later than **5 April 2024, Friday 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-2024-99774> not later than **27 March 2024**.

### IV. Election of Directors

1. Nominees for director are requested to submit their *Curriculum Vitae* in the suggested format which may be found at <https://app.glueup.com/event/gpcci-annual-general-meeting-of-members-2024-99774>.
2. The *Curriculum Vitae* of all nominees for director will be made available to all Regular Corporate Members and Associate Members at <https://app.glueup.com/event/gpcci-annual-general-meeting-of-members-2024-99774>.
3. The Chamber's Election Committee, with the assistance of its external auditor, shall canvass all votes cast for the election of directors.
4. The Head of the Election Committee shall announce the results of the election during the AGM.