

PROCEDURE FOR THE ANNUAL STOCKHOLDERS' MEETING

1. Only stockholders of record at close of business on **May 31, 2021** (Stockholders) will be entitled to participate and vote at the meeting or any adjournment thereof.
2. For the safety and well-being of all the Bank's stakeholders, there will be no physical meeting on June 28, 2021.
3. Stockholders may participate in the virtual meeting either by remote communication by themselves or by proxy, or by casting their votes in absentia. For this purpose, Stockholders must duly register by sending a **registration email** to RCBC-ASM-2021@rcbc.com by **5:00 pm of June 20, 2021**. Only duly registered stockholders shall be counted for purposes of quorum.
4. **REGISTRATION** - The **registration email** should contain the following:

- a. Form of participation (choose one)
 - (i) stockholder by remote communication
 - (ii) proxy by remote communication
 - (iii) vote in absentia
- b. Information of the stockholder
 - (i) name
 - (ii) address
 - (iii) telephone number
 - (iv) mobile number
 - (v) valid and active email address

For corporate stockholders, please include the following information:

- (i) name of authorized representative
- (ii) mobile number of authorized representative
- (iii) valid and active email address of authorized representative

- c. Supporting documents – Each must be in either JPEG or PDF format and must not exceed 400 KB.

For individual stockholders:

- (i) Scanned copy of a valid government-issued ID with photo, signature and personal details, preferably with residential address.

For corporate stockholders:

- (i) Scanned copy of Secretary's Certificate attesting to the authority of the representative to participate by remote communication for and on behalf of the Corporation
- (ii) Scanned copy of the authorized representative's valid government-issued ID with photo, signature and personal details, preferably with residential address

- d. Duly accomplished Proxy Form (for those attending through proxy by remote communication). If a stockholder opts to attend through proxy by remote communication but does not indicate the name of the proxy, the stockholder shall be deemed to have appointed the Chairperson as his proxy.

- e. Duly Accomplished Vote Ballot

Each stockholder personally attending by remote communication or voting in absentia shall submit a duly accomplished Vote Ballot.

5. Duly registered Stockholders who signified attendance by remote communication or their identified proxies shall receive an email with a link and password for the meeting.
6. **OPEN FORUM** - Due to logistical limitations at the virtual meeting, only relevant comments and questions on agenda items which are submitted by email to CorSecRCBC@rcbc.com with subject: **QUESTIONS/COMMENTS by 5:00 pm of June 25, 2021** will be considered during the open forum. The Corporate Secretary will reply, by email, to relevant comments and questions received after the June 25, 2021 cut-off and until the end of the meeting.
7. **VOTING** - Votes of duly registered Stockholders can only be cast through ballots or proxies. The ballot or proxy should be substantially in the form provided in the Definitive Information Statement and filled in accordance with the instructions set forth therein. All ballots and proxies should be received by the Bank together with the registration email not later than **5:00 pm of June 20, 2021**. Failure of the stockholder to send his/her votes as stated herein shall be deemed a vote of approval for all the agenda items.

If a stockholder avails of the option to vote through ballots and also issues proxy votes with differing instructions, the ballots shall replace the proxy votes issued by the stockholder.

8. Validation of ballots and proxies will be on **June 21, 2021 at 9:00 am**.
9. Stockholders shall be responsible for their own internet connectivity during the virtual meeting.
10. The proceedings of the meeting will be recorded.

Should you have questions or requests for clarification on the procedure for attending the annual stockholders' meeting through remote communication, please email them to CorSecRCBC@rcbc.com with subject: **CLARIFICATION NEEDED**.