

**GUIDELINES FOR THE STOCKHOLDERS FOR THE INCOMING STOCKHOLDERS MEETING
TO BE HELD ON AUGUST 26, 2020**

In view of the present health crisis brought about by COVID 19, stockholders or their proxies may only attend the Stockholders Meeting via remote communication, voting in absentia.

The following are the guidelines:

- 1) The following are the official channels of communication of the Corporation where stockholders may communicate with us for this stockholders meeting:

Corporation's website	www.repglass.net
Corporation	Republic Glass Holdings Corporation
Contact Person	Florence Wong
Address	6 th Floor Republic Glass Building, 196 Salcedo St., Legaspi Village, Makati City, 1229
Email	reg.ir@repglass.net
Stock Transfer Agent	Professional Stock Transfer Inc.
Contact Person	Edelyn Jimeno
Address	10th Fl., Telecom Plaza 1200, 316 Sen. Gil J. Puyat Ave, Makati, Kalakhang Maynila
Email	edelyn.jimeno@professionalstransfer.com

- 2) Stockholders intending to attend the stockholders meeting must register by accomplishing, duly signing and notarizing the information sheet by downloading the same from the Company's website: <http://www.repglass.net>. Only stockholders who have registered in accordance with these instructions shall be allowed to attend or vote in the stockholders meeting.
- 3) The information Sheet shall require the Stockholder to attach or provide the following through our portal <https://tinyurl.com/rghc2020asm> or by scanning the following QR Code:



- I. For individual stockholders:
 - a. Copy of the Stock Certificate;
 - b. Copy of front and back portion of a valid Government ID (with signature);
 - c. Address;
 - d. Valid email address, where the required information shall be communicated between us;
 - e. Cell phone number, where the required information shall be communicated between us by call or text.
 - f. If appointing a Proxy, the duly accomplished, signed and notarized proxy form and Special Power of Attorney; copy of the front and back portion of the Proxy's valid Government ID (with signature), his email and Cell phone number.
- II. For multiple stockholders or with joint accounts:
 - a. Copy of Stock Certificate;
 - b. Copy of front and back portion of valid Government IDs (with signatures);

- c. Address;
- d. Valid email address, where the required information shall be communicated between us;
- e. Cell phone number, where the required information shall be communicated between us by call or text;
- f. An authorization letter executed by all named holders, authorizing a holder to vote for and on behalf of the account.

III. For Corporate Stockholders

- a. Copy of Stock Certificate;
- b. Copy of front and back portion of valid Government IDs (with signatures) of the appointed authorized representative and of the signatory in the Secretary's or Board Certificate below;
- c. Specimen signature of the appointed authorized representative and of the signatory in the Secretary's or Board Certificate below;
- d. The Company email address, where the required information shall be communicated between us;
- e. Cell phone number, where the required information shall be communicated between us by call or text;
- f. A Notarized Secretary's/or Board Certificate of a Board Resolution approving the following:
 - i. Attending, participating and voting in the stockholders meeting by remote communication or voting in absentia;
 - ii. Appointing the authorized representative with full power, authority and discretion to attend and /or vote in the stockholders meeting;
 - iii. Designating the Company email address and cell phone number, where the required information shall be communicated between us;
- g. If appointing a Proxy, a Notarized Secretary's or Board Certificate approving the following:
 - i. The appointment and name of the Proxy, his official email and Cell phone number;
 - ii. The appointment of the authorized signatory of the Proxy Form,
 - iii. The duly accomplished, signed, and notarized proxy form.
 - iv. Specimen signature of the Proxy;
 - v. Copy of front and back portion of valid Government ID of the Proxy (with signatures).

IV. PCD Participants/Brokers:

- a. Copy of the Secretary's Certificate (or equivalent for non-resident) attesting to the authority of the representative to vote for and on behalf of the corporation.
- b. Copy of front and back portion of a valid Government IDs (with signatures) of the appointed authorized representative and of the signatory in the Secretary's or Board Certificate below;
- c. Specimen signature of the appointed authorized representative and of the signatory in the Secretary's or Board Certificate below;
- d. The Company email address, where the required information shall be communicated between us;
- e. Cell phone number, where the required information shall be communicated between us by call or text;

- 4) Hard copies of all the items enumerated in 3(I to IV) above should be sent by August 14, 2020 to our Transfer Agent to the contact person and address below:

Transfer Agent	Professional Stock Transfer Inc.
Contact Person	Edelyn Jimeno
Address	10 th Fl., Telecom Plaza 1200, 316 Sen. Gil J. Puyat Ave, Makati, Kalakhang Maynila
Email	edelyn.jimeno@professionalstransfer.com

- 5) The information given in the submitted papers shall be verified by the Office of the Corporate Secretary or our Stock Transfer Agent based on its existing records, If any information given does not match its existing records, then the Stockholder will be required to update first its record with the transfer agent before he can participate in the stockholders meeting;

- 6) An email confirmation shall be sent by the Office of the Corporate Secretary or the transfer agent to the email provided by the stockholder, including additional instructions, if any;
- 7) Upon receipt by the stockholder of the email confirmation from the Office of the Corporate Secretary or the transfer agent that he has already been registered to attend and vote at the stockholders meeting, the stockholder may participate in the stockholders' meeting by either:
 - a) Voting in absentia by accomplishing the voting in absentia form attached to the email. In each item of the agenda, the stockholder shall only indicate whether he approves or not the matters in the agenda by voting yes, or no, or abstain in said form. The duly accomplished voting in absentia form must be emailed to the Corporation's email on or before August 24, 2020; or
 - b) He may attend, participate, or vote livestream via remote communication in the stockholders meeting by accessing the stockholder meeting link that shall be sent by email to all registered stockholders NOT voting in absentia on the day of the meeting;
 - c) And, complying with additional instructions for voting, if any.
- 8) Any Stockholder desiring to vote by ballot is hereby directed to vote via the *voting in absentia* mode and follow the guidelines outlined above for the same;
- 9) During the livestream meeting via remote communication, each item in the agenda shall be shown livestream on the screen as said item is being taken up.
- 10) The votes received shall be tabulated by the Office of the Corporate Secretary or the Inspector/s appointed for the purpose at the meeting. During the livestream meeting via remote communications, the Chairman shall announce the results of the voting for each item in the agenda, and as to whether said particular item has been approved or not. The total number of votes received for each item in the agenda shall also be shown.
- 11) For purposes of quorum, the following stockholders shall be considered and counted as present in the stockholders meeting: a) those voting in absentia; b) those attending livestream the meeting via remote communication; and c) those voting or attending through their proxies;
- 12) Any stockholder may send questions relating to the matters in the agenda at the Corporation's email mentioned above. These questions may be responded to by the Corporation through the respective emails of the inquiring stockholders, or at the discretion of the Chairman of the Meeting during the livestream stockholders meeting via remote communication. The Chairman of the meeting may also entertain questions made livestream during the meeting via remote communication, and these questions may also be responded to in said meeting or via email;
- 13) The meeting shall be recorded in audio and video formats and copies thereof shall be retained by the Corporation.