



**CROWN EQUITIES**  
I N C O R P O R A T E D

**CROWN EQUITIES, INC.**  
**2024 ANNUAL STOCKHOLDERS' MEETING**  
**May 28, 2024 at 2:00 p.m.**

**Guidelines for Participating via Remote Communication and Voting In Absentia**

The 2024 Annual Stockholders' Meeting ("ASM") of Crown Equities, Inc. ("CEI" or the "Company") will be held on **May 28, 2024**, Tuesday, at **2:00 p.m.** Stockholders of record as of April 19, 2024 are entitled to notice of, to attend and, to participate in and vote at the ASM or any adjournment thereof.

CEI will not be conducting a physical ASM. Stockholders may attend, vote at, and participate in, the ASM via proxy and remote communication or *in absentia*.

Pursuant to Sections 23 and 57 of the Revised Corporation Code and SEC Memorandum Circular No. 6-2020, which allow voting *in absentia*, the Company has set up the following procedure for stockholder registration, participation via remote communication and voting *in absentia* on the ASM agenda items.

Stockholders who vote *in absentia* or who participate via remote communication shall be deemed present for purposes of quorum.

**(1) Pre-ASM Registration and Validation Procedures**

Stockholders who choose to participate in the ASM via remote communication and cast their votes *in absentia* must notify the Corporate Secretary *no later than* **May 18, 2024** by submitting the complete supporting documents with transmittal letter to the Office of the Corporate Secretary at Martinez Vergara & Gonzalez Sociedad located at the 33<sup>rd</sup> Floor, The Orient Square, F. Ortigas Jr. Road, Ortigas Center, Pasig City via COURIER/PERSONAL DELIVERY **OR** by sending scanned copies of the foregoing via EMAIL to **CEI2024ASM@crownequitiesinc.com**.

***Scanned copies of the documents submitted as attachments via email must be in clear copies in JPG or PDF format, with each file size not exceeding 2MB.***

The Office of the Corporate Secretary, via-email reply within three (3) business days from receipt of the documents, will either confirm successful registration and provide the link and meeting details to the Company's 2024 ASM **OR** require resubmission in case of deficient documents. Should you not receive an e-mail reply within three (3) business days from receipt of your submission, please call +632 8687 1195.

## Documentary Requirements

### Certificated Individual Stockholders

1. Stockholder's valid government-issued ID<sup>2</sup> with photo, signature and personal details, preferably with residential address
2. Stock certificate number/s
3. A valid and active e-mail address and contact number of the stockholder
4. In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

### Certificated Multiple Stockholders or Joint Owners

1. Valid government-issued ID<sup>3</sup> of ALL stockholders-- with photo, signature and personal details, preferably with residential address
2. Stock certificate number/s
3. A valid and active e-mail address and contact number of the authorized representative
4. Proof of authority of stockholder voting the shares signed by the other registered stockholders, for shares registered in the name of multiple stockholders (need not be notarized)
5. In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

### Certificated Corporate/Partnership Stockholders

1. Secretary's Certification of Board resolution attesting to the authority of the representative to participate by remote communication for and on behalf of the Corporate/Partnership
2. Stock certificate number/s
3. Authorized representative's valid government-issued ID<sup>4</sup> with photo, signature and personal details, preferably with residential address
4. A valid and active e-mail address and contact number of the authorized representative
5. In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

### Stockholders with Shares under PCD Participant/Broker Account

1. Certification from broker as to the number of shares owned by the stockholder
2. Stockholder's valid government-issued ID<sup>5</sup> with photo, signature and personal details, preferably with residential address
3. A valid and active e-mail address and contact number of the stockholder
4. In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

<sup>2</sup> E.g. passport, driver's license, unified multipurpose ID

<sup>3</sup> Same as above

<sup>4</sup> Same as above

<sup>5</sup> Same as above

## (2) Online Voting

Stockholders who have successfully registered will be duly notified via email by the Office of the Corporate Secretary. Registered stockholders may then cast their votes for the agenda items by accomplishing the print-out of CEI's ballot form. The ballot form can be accessed and downloaded from CEI's website at [www.crownequitiesinc.com/2024ASM](http://www.crownequitiesinc.com/2024ASM).

### *Steps for Voting*

1. Access and download the ballot form.
2. Vote on each agenda item on the ballot print-out.

*Kindly refer to the rationale for agenda items appended to the Notice of Meeting for a brief description of each agenda item.*

- 2.a. Stockholders may vote "Yes", "No", or "Abstain" on each agenda item for approval.
- 2.b. For the election of directors, a stockholder has the following options:
  - i. vote for all nominees;
  - ii. withhold vote for any of the nominees; or
  - iii. vote for certain nominees only

***Reminder:** A stockholder (a) may vote such number of his/her shares for as many persons as there are directors to be elected, or (b) may cumulate said shares and give one (1) candidate as many votes as the number of directors to be elected (15 Directors) multiplied by the number of his shares shall equal, or (c) may distribute them on the same principle among as many candidates as he/she shall see fit, provided, that the total number of votes cast shall not exceed the number of shares owned by the stockholder.*

3. Upon finalizing his/her vote, the stockholder can submit the ballot by sending a **clear, scanned copy** thereof in **JPG or PDF** format to **CEI2024ASM@crownequitiesinc.com** **no later than May 27, 2024.**

*The e-mail attachment file size must not exceeding 2MB.*

## (3) ASM Proper

Stockholders who have successfully registered can participate via remote means of communication by accessing the link and meeting details provided by the Office of the Corporate Secretary. Instructions on how to join the meeting will also be provided to registered stockholders in the confirmation of registration via e-mail reply from **CEI2024ASM@crownequitiesinc.com**.

The meeting proceedings shall be recorded and adequately maintained by the Company in video and/or audio format, and will be made available to participating stockholders upon

request. Stockholders may access the recording of the ASM by sending an e-mail request to **CEI2024ASM@crownequitiesinc.com**.

**Open Forum**

The Company will hold an Open Forum during a portion of the virtual ASM, during which the meeting's moderator will read and where representatives of the Company shall endeavor to answer as many of the matters or issues raised by stockholders as time will permit.

Stockholders may send their questions/comments in advance by sending an email with the subject head "**ASM 2024 Open Forum**" to **moderator\_2024ASM@crownequitiesinc.com** not later than 5:00 p.m. of May 28, 2024. Stockholders may also course their comments and/or questions during the ASM through the remote platform.

Matters or issues raised and received but not entertained during the Open Forum due to time constraints will be addressed separately by CEI through the stockholders' email address.

For any clarifications on the foregoing procedures, or for any other ASM-related queries, please contact the Office of the Corporate Secretary at **CEI2024ASM@crownequitiesinc.com** or the Company at **moderator\_2024ASM@crownequitiesinc.com**.