



The Insular Life Assurance Company, Ltd.

PROCEDURES FOR THE INLIFE REGISTRATION AND VOTING PORTAL 2021 ANNUAL MEMBERS' MEETING

To protect the health and safety of our members, the meeting shall be held via virtual conferencing or remote communication which will also allow registration and voting *in absentia* in accordance with the requirements of the Revised Corporation Code and Securities and Exchange Commission (SEC) guidelines.

Insular Life policyholders, who are owners of life insurance policies in-force for at least one (1) year as of thirty (30) days prior to 26 May 2021, or one (1) year as of 26 April 2021, is entitled to receive notice of, and vote at this meeting (“Qualified Members”).

Registration and voting will be open on 10 May 2021 from Mondays to Fridays from 9:00 a.m. to 4:00 p.m. via the InLife Registration and Voting Portal (IRVP) at <https://2021AMM.insularlife.com.ph>. Upon completion of the registration and voting the Qualified Members/Proxies, they will receive the designated online web address in your registered email to join the virtual AMM to be held on 26 May 2021 (Wednesday) at 4:15 p.m.

I. Electronic Registration

1. On 28 April 2021, Qualified Members will receive an email from 2021AMM@insular.com.ph:
2. On 10 May 2021, you will receive another email that will allow you to access the IRVP with your credentials.

You may access the IRVP from 9:00 am to 4:00 pm. We encourage you to register and vote as early as possible to provide time to have ample time to see assistance in case of any issue.

Note: Registration begins on 10 May 2021 until 26 May 2021. On 26 May 2021, the IRVP will only be accessible until 4:00 pm to give way to the 2021 AMM Live Event at 4:15 pm.

3. Click the link in the email to access the IRVP and begin your registration.
4. Log in requires your Policy number and registered email. Click the “Send OTP” button. A One-Time-Password (OTP) will be sent to your registered email.
5. Type the OTP in the provided input box and click “Submit”.
6. Respond to the question and click the “Register” button.



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II. Reference Materials

1. Before voting, you can access and read the following Reference Materials in the IRVP:
 - a. Annual Report;
 - b. Minutes of the 2020 AMM; and
 - c. Member Kit.
2. You may also click the "Frequently Asked Question" icon to know more about AMM-related matters.
3. After reading the Reference Materials, you may proceed by clicking the "Vote Now" icon.

III. Voting *in absentia*

1. Voting begins on 10 May 2021 until 26 May 2021 at 4:00 pm.
2. After clicking the "Vote Now" icon, a ballot will be displayed.
3. Vote on the agenda items by checking the appropriate radio buttons ("Yes", "No" or "Abstain"). All agenda items should be voted on to proceed.
4. After voting, submit your vote by clicking the "Submit" button. You will be able to view the summary of your votes. You may click "Edit" to change your votes or click "Confirm". Once the votes are confirmed, you can no longer edit your votes.
5. The tally of votes will be recorded and displayed during the AMM Live Event.

IV. Submitting AMM-related questions

1. After voting, you can type-in your AMM-related questions by clicking the "↓" found at the bottom of the box indicating a successful voting.
2. You may submit ask up to three (3) questions, with a maximum of 300 characters per question.
3. All the questions shall be collected, grouped, read and responded to during the AMM. Questions that are not read during the AMM will be responded to through email.



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V. Registration of Proxy and Voting by Proxy

1. As a Qualified Member, you may be represented by a proxy. You may appoint a proxy for this meeting by using the Proxy Form attached to the 2021 Notice of AMM or by downloading it from the <https://www.insularlife.com.ph>
2. A duly signed Proxy Form must be filed with the Office of the Corporate Secretary by emailing it to at least ten (10) working days before the AMM or until 6 May 2021.
3. To allow system updates, your proxy can only access the IRVP 24 hours after you submit the Proxy Form. Your proxy will receive an email that will allow access to the IRVP with the required credentials.
4.
 - a. Your proxy can log-in to the IRVP using your policy number and his/her registered e-mail address indicated in the Proxy Form.
 - b. Refer to Items I to IV above for the registration and voting procedures.
5. Note that your registration, voting and presence at the AMM, despite the registration of your proxy, revokes the proxy for the AMM.

VI. Joining the virtual AMM Live Event

1. Upon completion of the registration and voting, you or your registered proxy will receive the designated online web address in you or your registered proxy's registered email to join the virtual AMM to be held on 26 May 2021 (Wednesday) at 4:15 p.m.
2. Simply log-in again and click the link to attend the virtual AMM.
3. The link will be active thirty minutes (time) before the actual Live Event. A few minutes before the Live Event, the attendee will view pre-event broadcasts in the virtual waiting room/lobby.
4. The proceedings during the AMM will be recorded.

VII. After the Live Event

1. At the end of the Live Event, kindly answer the End of Event Poll displayed on your screen.



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2. Click the "Submit" button after completing the poll.

3. Then click "X" or the "Log-out" button to exit.

If you need assistance, send an email to 2021AMM@insular.com.ph