

**2022 SPECIAL STOCKHOLDERS' MEETING
OF
CONCEPCION INDUSTRIAL CORPORATION
(formerly Concepcion Airconditioning Corporation)
(the "Corporation")**

**REGISTRATION AND PROCEDURE FOR VOTING *IN ABSENTIA*
AND PARTICIPATION VIA REMOTE COMMUNICATION**

I. VOTING IN ABSENTIA

1. Stockholders as of September 26, 2022 (the "Stockholder/s") may register by notifying the Corporate Secretary by email to cic.secretary@romulo.com on or before October 15, 2022. Registration shall be open from October 11, 2022 to October 15, 2022.
2. Upon registration, Stockholders shall provide the following information and documents (the file size should be no larger than 5MB):
 - i. For Individual Stockholders:
 - a. Email Address
 - b. First and Last Name
 - c. Address
 - d. A valid and active Mobile / Phone Number
 - e. A scanned copy of the Stockholder's valid government-issued ID with picture and signature
 - f. Additional requirement for Stockholders with joint accounts: A scanned copy of an authorization letter signed by all joint Stockholders, identifying who among them is authorized to cast the vote for the account
 - ii. For Corporate Stockholders:
 - a. Email Address of the representative of the corporate Stockholder
 - b. First and Last Name of the representative of the corporate Stockholder
 - c. Address of the corporate Stockholder
 - d. A valid and active Mobile / Phone Number of the representative of the corporate Stockholder
 - e. A scanned copy of a valid government-issued ID of the representative of the corporate Stockholder authorized to cast the vote for and on behalf of the corporate Stockholder ("Authorized Vote") with photograph
 - f. A scanned copy of the certification duly signed by the corporate secretary of the corporate Stockholder attesting to the authority of the representative to vote for and on behalf of the corporate Stockholder
 - iii. For stockholders under Broker Accounts (PCD Nominee)

Individual beneficial owner

 - a. Email Address
 - b. First and Last Name
 - c. Address
 - d. A valid and active Mobile / Phone Number
 - e. A scanned copy of a valid government-issued ID of the individual beneficial owner with photograph
 - f. A scanned copy of the broker's certification on the individual beneficial owner's name, account number and shareholdings as of record date (September 26, 2022)

Corporate beneficial owner

 - a. A scanned copy of the broker's certification on the corporate beneficial owner's name, account number and shareholdings as of record date (September 26, 2022)

- b. A scanned copy of the certification duly signed by the corporate secretary of the corporate beneficial owner attesting to the authority of the representative to vote for and on behalf of the corporate beneficial owner
 - c. A scanned copy of a valid government-issued ID of the representative of the corporate beneficial owner with photograph
3. Registration shall be validated by the Office of the Corporate Secretary in coordination with the Stock Transfer Agent of the Corporation. The Corporate Secretary shall inform the Stockholder of the validation results.
4. Voting shall be open from October 11, 2022 to October 15, 2022. All Stockholders who wish to vote through a proxy or *in absentia* shall submit the duly signed proxies or ballots, as the case may be, to the Office of the Corporate Secretary at the 21st Floor, Philamlife Tower, 8767 Paseo de Roxas, Makati City and/or by email to cic.secretary@romulo.com not later than October 15, 2022.
5. The Office of the Corporate Secretary shall tabulate all votes cast *in absentia* together with the votes cast by proxy, and committee organized by the Board will validate the results.
6. Stockholders who vote *in absentia* are hereby deemed to have given their consent to the collection, use, storing, disclosure, transfer, sharing and general processing of their personal data by the Corporation and by any other relevant third party for the purpose of electronic voting in absentia for the Special Stockholders' Meeting and for all other purposes for which the Stockholder can cast his/her/its vote as a Stockholder of the Corporation.

II. PARTICIPATION VIA REMOTE COMMUNICATION

1. Stockholders may attend the meeting remotely by viewing the livestream *via* Zoom Meeting <https://us02web.zoom.us/join/tZ0ld-6rqTkqE9QU5-mT6z8oB05lnzAhNUms>. The information necessary to attend the meeting shall be sent to all shareholders who are able to register as required herein.
2. For purposes of quorum, only the following Stockholders shall be counted as present:
 - a. Stockholders who have voted *in absentia* within the period of October 11, 2022 to October 15, 2022;
 - b. Stockholders who have sent their proxies to the Corporate Secretary at the 21st Floor, Philamlife Tower, 8767 Paseo de Roxas, Makati City and/or by email to cic.secretary@romulo.com on or before October 15, 2022; and
 - c. Stockholders who have notified the Corporation of their intention to participate in the meeting by remote communication by sending an email to cic.secretary@romulo.com not later than October 15, 2022.
3. Questions and comments on the items in the Agenda may be sent to investorrelations@cic.ph. Questions or comments received on or before October 15, 2022 may be responded to during the meeting. Any questions not answered during the meeting shall be answered by the Corporation's Investor Relations Office via email or by posting on the Corporation's website.