



MAKATI FINANCE
CORPORATION
MORE THAN JUST FINANCING

INTERNAL RULES ON ATTENDANCE AND PARTICIPATION THROUGH REMOTE COMMUNICATION DURING THE 2024 ANNUAL STOCKHOLDERS' MEETING OF MAKATI FINANCE CORPORATION

1. The Corporation reserves the right to reject the registration or require the submission of other documents or information to ensure the identity of the Stockholder and/or the integrity of the registration process.
2. The Corporation shall be sending via email a link to join the meeting, prior to the intended schedule. As a matter of security, do not share the meeting link with anyone other than your proxies.
3. The 2024 Annual Stockholders' Meeting shall be recorded.
4. The Corporation shall respect the rights of the Stockholders with respect to his/her personal data as provided under the Data Privacy Act. The information obtained under these Rules shall be used exclusively for purposes of determining the identity of the Stockholders of the Corporation and providing them the opportunity to attend the meeting through remote communication.
5. The registration shall be validated by the Corporation three (3) business days prior to the date of the 2024 Annual Stockholders' Meeting.
6. Upon validation of the registration and prior to the 2024 Annual Stockholders' Meeting, the Stockholders or Proxy shall be provided instructions, through the registered email, on accessing the online platform to be used during the Meeting. Only those Stockholders and their proxies who have validated registrations shall be provided access to the Meeting. For purposes of verifying the identity of the Stockholders, the Stockholders shall be required to turn on the video mode of the online platform; otherwise, they shall not be authorized to enter the online meeting.
7. Pursuant to SEC Notice dated 22 February 2024, copies of the Notice of Meeting, Definitive Information Statement and other related documents in connection with the Meeting may be accessed through this link: [<https://edge.pse.com.ph>].
8. Except for the speaker, everyone is requested to mute their microphones (by clicking on the mic icon) to avoid background ambient noise and other unintended audio during the meeting. For this purpose, the host of the meeting may mute the microphones of the participants.
9. If a shareholder wishes to comment or ask a question, and to avoid crosstalk, the shareholder shall unmute his/her microphone and signify his/her intention to the Chairman, who may then recognize the stockholder and grant the floor.
10. This is a business meeting, and everyone is urged to observe the following:



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5 Do's of Video Conference Etiquette

- Do be Courteous to other participants
- Do give Full attention to the meeting, as you would in physical meetings
- Do dress Appropriately
- Do speak clearly
- Do keep body movements minimal, and move and gesture slowly and naturally

5 Don'ts of Video Conferencing Etiquette

- Don't interrupt other speakers
- Don't make Loud or distracting sounds or movements
- Don't engage in side Conversations or Activities
- Don't Wear distracting clothes or accessories
- Don't shout

11. The Corporation and/or Chairman of the meeting reserve the right to adopt, amend, revise, delete or otherwise change the above rules, or any portion thereof, or make exceptions thereto as may be reasonably necessary at its discretion, to address any issues or exigencies, on a case-to-case basis.