

KEPPEL PHILIPPINES HOLDINGS, INC.
2020 ANNUAL STOCKHOLDERS' MEETING
19 June 2020, Friday, at 11:30 am

Guidelines for Participation via Remote Communication and Voting *in Absentia*

The 2020 Annual Stockholders' Meeting (ASM) of Keppel Philippines Holdings, Inc. (KPH or the **Company**) is scheduled on **19 June 2020, Friday, at 11:30 a.m.** and the Board of Directors of the Company has fixed the end of trading hours of the Philippine Stock Exchange on **21 May 2020 (Record Date)** as the record date for the determination of stockholders entitled to the notice of, to attend, and to vote at such meeting and any adjournment thereof.

In light of the ongoing community quarantine imposed in several areas of the country and in consideration of health and safety concerns of everyone involved, the Board of Directors of the Company has approved and authorized stockholders to participate in the ASM via remote communication and to exercise their right to vote *in absentia*.

Registration

Stockholder must notify the Corporate Secretary of their intention to participate in the ASM via remote and to exercise their right to vote *in absentia* by no later than **15 June 2020**, by registering at info@keppelph.com and by submitting there the following supporting documents/information, subject to verification and validation:

1. Individual Stockholders
 - a. Copy of valid government ID of stockholder/proxy with photo
 - b. Stock certificate number/s
 - c. If appointing a proxy, copy of proxy form duly signed by stockholder (need *not* be notarized)
 - d. E-mail address and contact number of stockholder or proxy
2. Multiple Stockholders or joint owners
 - a. Stock certificate number/s
 - b. 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)
 - c. Copy of valid government IDs of all registered stockholders with photo
 - d. E-mail address and contact number of authorized representative
3. Corporate Stockholders
 - a. Secretary's Certification of Board resolution appointing and authorizing proxy to participate in the ASM
 - b. Valid government ID of the authorized representative with photo
 - c. Stock certificate number/s
 - d. E-mail address and contact number of authorized representative
4. Stockholders with Shares under broker account
 - a. Certification from broker as to the number of shares owned by stockholder
 - b. Valid government ID of stockholder with photo
 - c. If appointing a proxy, copy of proxy form duly signed by stockholder (need *not* be notarized)
 - d. E-mail address and contact number of stockholder or proxy

Important Reminder: Please refrain from sending duplicate and inconsistent information/documents as this can result in failed registration. All documents/information shall be subject to verification and validation by the Company.

Online Voting

Stockholders who have indicated their intention to participate via remote communication by sending a notification/confirmation of their attendance by e-mail to info@keppelph.com on or before 15 June 2020 shall receive an e-mail acknowledgment thereof and a WebEx online meeting invitation.

The Presiding Officer of the ASM shall ask the stockholders to vote on matters following the ASM Agenda.

Participants can send their votes/objections via the WebEx Chat box.

Motions shall be considered carried upon garnering majority votes of present stockholders.

Open Forum/Questions

The Presiding Officer of the ASM shall ask stockholders if they have questions on matters discussed.

Participants can send their comments/questions by typing in the "chat panel" of the WebEx online meeting platform.

The Presiding Officer or the Moderator will read the questions.

Concerned company representatives shall endeavor to answer questions as time will allow.

Stockholders may send their questions in advance by sending an email bearing the subject "ASM 2020 Open Forum/Questions" to info@keppelph.com on or before 15 June 2020.

Questions/comments received but not entertained during the Open Forum due to time constraints will be addressed separately by the Company's Corporate Information Officer.

- These Guidelines have been made based on the current shareholder size and structure of the Company.
- For any queries or concerns regarding this Guidelines, please contact the Company's Corporate Information Officer at +63 2 8892 1816 or via email at info@keppelph.com
- For complete information on the annual meeting, please visit this webpage www.keppelph.com.
- ASM Minutes shall be posted subsequently on the Company's website.
- ASM Recording will be kept by the Company and will be made available to participating stockholders upon request.