

**Requirements and Procedures for Voting and Participation in the
2022 Annual Stockholders' Meeting (ASM)
of Paxys Inc.
(The "Company")**

In view of the relaxation of the Coronavirus (COVID-19) pandemic health protocols and community quarantine requirements, the Company has decided that it is in the best interest of the Company and its stockholders to conduct the Annual Stockholders' Meeting on site on December 13, 2022, at 2:00 pm ("2022 ASM") at the Manila Golf & Country Club, Harvard Road, Forbes Park, Makati City, Philippines at 2:00 PM.

Stockholders of record as of October 30, 2022 are entitled to participate and vote in the 2022 ASM.

I. Stockholders shall provide the following documents for registration:

For Individual Stockholders:

- i. Registration Form (provided in the website);
- ii. Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver's license, SSS ID, senior citizen ID, for validation of registration of the shareholders;
- iii. If a representative will sign on behalf of stockholder, the registration form must be submitted together with a duly executed Special Power of Attorney showing the authority of the representative to sign on behalf of the individual stockholder;
- iv. Proxy Form, if applicable; and
- v. Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver's license, SSS ID, senior citizen ID of the Proxy, if applicable.

For Individual Stockholders with joint accounts:

- i. Letter of Authorization signed by other stockholders indicating the person among them authorized to cast the votes;
- iii. Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver's license, SSS ID, senior citizen ID, for validation of registration of the shareholders;
- iv. Proxy Form, if applicable; and
- v. Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver's license, SSS ID, senior citizen ID of the Proxy, if applicable.

For PCD Participants/Brokers Account or "Scripless Shares":

i. Individual owners:

- Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver's license, SSS ID, senior citizen ID, for validation of registration of the shareholders;

- Certificate of Shareholdings issued by the Philippine Depository & Trust Corp. (“PDTC”);
- Proxy Form, if applicable; and
- Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver’s license, SSS ID, senior citizen ID of the Proxy, if applicable.

ii. Corporate owners:

- Duly executed Secretary’s Certificate showing the authority of the representative to attend and sign on behalf of the PCD Participant/Broker;
- Certificate of shareholdings issued by the PDTC;
- Proxy Form, if applicable; and
- Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver’s license, SSS ID, senior citizen ID of the Proxy, if applicable.

For Corporate Stockholders:

- i. Duly executed Secretary’s Certificate showing the authority of the representative to sign on behalf of the Company;
- ii. Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver’s license, SSS ID, senior citizen ID, of the authorized representative;
- iii. Proxy Form, if applicable; and
- iv. Clear digital copy of the front and back portion of any valid government-issued identification cards (ID), such as but not limited to passport, driver’s license, SSS ID, senior citizen ID of the Proxy, if applicable.

II. The following procedures and requirements provided the ways in which the Company’s stockholders can participate and vote in the 2022 ASM.

A. PARTICIPATION AND VOTING BY PROXY

1. For individual stockholders holding certificated shares in the Company – Download the file Proxy Form for individual Stockholder.
2. For stockholders holding ‘scripless’ shares, or shares held under a PCD Participant/Broker – Download the file Proxy Form for individual Stockholder or Corporate Stockholders. Stockholders must coordinate with their brokers for the execution of this type of proxy and Certificate of Shareholdings. Stockholders may instruct his broker to directly send the executed proxy and certificate to the Corporate Secretary at the address provided below not later than December 3, 2022.
3. For Corporate Stockholders – Download the file Proxy Form for Corporate Stockholder. For the secretary’s certificate, refer to the Sample Secretary’s Certificate uploaded in the website. Hard copies of the notarized secretary’s certificate must be sent to the Corporate Secretary not later than December 3, 2022.
4. General instructions on Voting through Proxy:

- (a) Download and fill up the appropriate Proxy Form.
- (b) Stockholders must send a hard copy of the signed proxy not later than December 3, 2022, to: The Corporate Secretary at 15th Floor, Paxys Inc., 6750 Ayala office Tower, Ayala Ave., Makati City
- (c) Deadline for the submission of proxies is on December 3, 2022, to give time for the Proxy Validation Committee to review and validate the proxies received in accordance with the Company's By Laws.

III. HEALTH PROTOCOL ATTENDANCE IN THE 2022 ASM

Registration Procedure:

- Registration onsite starts no earlier than 1:00 pm. The 2022 ASM will start at exactly 2:00 pm.
- The registration counter is outside the ASM Venue. Stockholders' names are arranged alphabetically by surname. To facilitate registration, please state your name to the registration staff and sign on the attendance sheet that contains your name.
- The names printed on the registration sheet are based on what is written on the registration list that is submitted to our office. Please check that your names are correct and spelled correctly.
- Should there be any changes, please inform the registration staff immediately so the appropriate changes can also be made immediately.

Seating arrangements

Stockholders are free to choose their seats. Everyone is encouraged to arrive and register on time to be able to get a good seat. Since the seats correspond to the number of attendees, we would like to request everyone to refrain from putting their things (bags, briefcases, umbrellas, etc.) on the chairs beside them to avoid inconvenience to others.

COVID-19 Health and Safety Protocols

We care about your safety. In view of COVID-19, we would like to update you on the precautionary measures that the venue has been taking to ensure the safety of their guests. Such measures are the following:

1. Mandatory body temperature check at all ASM Venue entrances and body temperature scanning at relevant checkpoints. Persons found to have a temperature higher than 37.5 degrees Celsius will be denied entry. Such body temperature checks are also done on all AGM Venue staff.
2. All are asked to accomplish a health and travel declaration form.
3. Sanitizers are placed in strategic areas of the ASM Venue.

In addition to the aforementioned, the Company required the ASM Venue to implement the following in relation to our Annual Stockholder Meeting on Tuesday, December 13, 2022:

1. To thoroughly sanitize the ASM Venue and immediate surroundings outside the ASM Venue before and after our event.
2. To ensure that our staff assigned to our event are fit to work and do not have a cold, cough and fever.
3. To regularly sanitize the bathrooms used by the public, especially the one located near the ASM Venue, and ensure adequate supply of soap and tissue paper.
4. To ensure thorough sanitation (using a dish sanitizer) of all dishes, utensils, glasses, etc. to be used for our event.

The Company will also be taking the following precautionary measures:

1. A container of alcohol will be available at the registration area for use of all Stockholders and staff.
2. Ball pens will be provided for signing on the attendance sheet; however, Stockholders are encouraged to use their own pen to sign in.
3. Stockholders are advised to also employ self-protection measures, such as bringing one's own sanitizer and wearing a mask if necessary. One may also opt to bring one's own utensils, glass, etc. Please be mindful of one's surroundings and maintain distance from those who exhibit flu-like symptoms.
4. It would be best to practice physical distancing; thus, please refrain from shaking hands, exchanging kisses, crowding around food and/or registration area and other forms of close contact.

For more questions and clarifications, stockholders may visit the Company's website at <https://paxys.com> or contact:

*The Corporate Secretary at investor_relations@paxys.com
Telephone: (+632) 8250-3800*