



The Insular Life Assurance Company, Ltd.

## PROCEDURES FOR THE INLIFE REGISTRATION AND VOTING PORTAL 2023 ANNUAL MEMBERS' MEETING

We continue to protect the health and safety of our Members, hence, the InLife Annual Members' Meeting (AMM) shall once again be held via remote communication (Zoom) and the voting will be through the *InLife Registration and Voting Portal* (IRVP).

As an InLife Policyholder-Member, with life insurance policies in-force for at least one (1) year as of thirty (30) days prior to 24 May 2023, or as of 24 April 2023 ("Qualified Members"), you are entitled to register, vote, and attend this meeting.

You may register and vote beginning 08 May 2023 until 24 May 2023. The IRVP will be available from Mondays to Fridays from 9:00 a.m. to 4:00 p.m. at [https://access.insularlife.com.ph/AMM\\_IRVP](https://access.insularlife.com.ph/AMM_IRVP). After voting, you will receive the Zoom registration page in your registered email. Simply complete the registration page to join the virtual AMM on 24 May 2023 (Wednesday) at 4:15 p.m.

### I. Registration in the IRVP

1. On 26 April 2023, as a Qualified Member, you will receive an email from [InLifeAMM@insular.com.ph](mailto:InLifeAMM@insular.com.ph).
2. On 08 May 2023, you will receive another email that will allow you to access the IRVP with your credentials.
  - Access to the IRVP is from 9:00 am to 4:00 pm. We encourage you to register and vote as early as possible to have ample time to seek assistance in case of any issue.
  - Registration begins on 08 May 2023 until 24 May 2023.
  - On 24 May 2023, the IRVP will be accessible until 4:15 pm.
3. Click the link in the email to access the IRVP and begin your registration.
  - You may also click the "Frequently Asked Question" icon to know more about the IRVP and AMM-related matters.
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.

## II. Reference Materials in the IRVP

1. Before voting, you can access and read the following Reference Materials in the IRVP:
  - a. Annual Report;
  - b. Minutes of the 2022 AMM; and
  - c. Members' Kit.
2. When you click each *Reference Material* tile, another webpage will open to show the chosen material. However, the IRVP continues to be open and available, and simply go back to the IRVP page to continue your voting.
3. You may also click the "Frequently Asked Question" icon to know more about AMM-related matters.
4. After reading the Reference Materials, you may proceed by clicking the "Vote Now" icon.

## III. Voting in the IRVP

1. Voting begins on 08 May 2023 until 4:15 pm on 24 May 2023.
2. After clicking the "Vote Now" icon, a ballot will be displayed.
3. Vote on the agenda items by checking the appropriate radio buttons ("Agree", "Not Agree" or "Abstain"). All agenda items should be voted on to proceed.
4. After voting, submit your vote by clicking the "Submit" button. A summary of your votes will be displayed. You may click "Edit" to change your votes or click "Confirm" to proceed. Once your votes are confirmed, you can no longer edit them.
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 in the text box provided and click on the "Add Question" button.
2. You may submit 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.
4. After the AMM, Members can also submit questions related to items in the agenda by sending an email to [ocs@insular.com.ph](mailto:ocs@insular.com.ph).

## **V. Registration of Proxy Representative and Voting by Proxy**

1. As a Qualified Member, you may appoint a proxy representative for this meeting by using the Proxy Form attached to the 2023 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 twenty (20) calendar days before the AMM or until 04 May 2023.
3. To allow system updates, your proxy representative can only access the IRVP 24-hours after you submit the Proxy Form. Your proxy representative will receive an email that will allow access to the IRVP with the required credentials.
4. Proxy Representative Log-in:
  - a. Your proxy representative 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 representative, revokes the granted 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 your or your registered proxy's registered email to join the virtual AMM to be held on 24 May 2023 (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.
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 [InLifeAMM@insularlife.com.ph](mailto:InLifeAMM@insularlife.com.ph).