



SPECIAL STOCKHOLDERS' MEETING

September 22, 2023 at 3:00 P.M.

Requirements and Procedure for Registration, Participation and Voting in Absentia

Given the current circumstances and taking into consideration the safety of everyone, Holcim Philippines, Inc. (HPI or the Company) will be conducting its Special Stockholders Meeting (Special Meeting) scheduled on September 22, 2023 at 3:00 P.M. virtually. The Chairman of the Special Meeting shall call and preside the meeting in Metro Manila which is the place where the principal office of the Company is located.

Only stockholders of record as of August 23, 2023 are entitled to participate and vote in the Special Meeting.

I. Registration and Participation/Attendance Procedure:

1. The platform for participation through webcast/ video conferencing (Remote Communication) for the Special Meeting is via our virtual SSM platform, AGM@Convене.
2. Only stockholders of record as of August 23, 2023 and who have complied with the registration and validation process as outlined in this document may participate and vote in absentia in the Special Meeting.
3. Stockholders who intend to participate in the Special Meeting may register by filling up the form that can be found at www.conveneagm.com/ph/HLCMASSM2023. Online registration will be open from August 25, 2023 at 8:00 A.M. to September 15, 2023 at 5:00 P.M.
4. Stockholders should complete the online registration and submit/ upload the following for validation:
 - a. *For individual stockholders:*
 - i. Scanned copy of any valid government-issued ID showing stockholder's personal details and photo;
 - ii. Active contact number, either landline or mobile.
 - b. *For stockholders with joint accounts:*
 - i. Scanned copy of authorization letter signed by other stockholders indicating the person among them authorized to participate and/or vote in the Special Meeting;
 - ii. Documents required under items 4.a (i) and (iii) for the authorized stockholder;
 - c. *For individual stockholders under PCD or a Brokers Account or "Scripless Shares":*
 - i. Broker's certification on the stockholder's number of shareholdings (in PDF format). To facilitate the verification of your account, please copy HPI (hpilegalandcompliance-ph@holcim.com) and its stock transfer agent, Stock Transfer Services, Inc. (STSI) (rdregala@stocktransfer.com.ph) in all your email correspondence with your broker for the request for certification;
 - ii. Documents required under items 4.a (i) and (ii).

d. *For corporate stockholders:*

- i. Duly accomplished and signed proxy
 - ii. Secretary's Certificate attesting to the authority of the person signing the proxy representative to participate and / or vote in the Special Meeting;
 - iii. Documents required under items 4.a (i) and (ii) for the authorized representative;
 - iv. Valid and active email address and contact number of the representative
 - v. Scanned copy of the valid government-issued ID of the person signing the proxy
5. Please note that HPI will request for your consent to process your personal information in accordance with the Data Privacy Act.
 6. HPI's Office of the Corporate Secretary and STSI will validate the registration requirements submitted by the stockholders. Incomplete or inconsistent information provided in the registration form will result to a rejection of the registration.
 7. Upon successful registration and validation of the registration and documents submitted, the stockholder will receive an email confirmation with unique log in credentials which can be used to log in and participate in the Special Meeting on September 22, 2023 at 3:00 P.M.
 8. Only those stockholders who have successfully registered following the procedure above and stockholders who have voted by providing their executed Proxy Form shall be included for purposes of determining the existence of a quorum.
 9. HPI reserves the right to request for additional information, and the submission of the originally signed copies of the documents forming part of the registration requirements at a later time.
 10. For the Question and Answer portion during the SSM, stockholders may send their questions related to the agenda by email to hpilegalandcompliance-phl@holcim.com. While HPI will accept questions during the virtual meeting sent via email, we encourage everyone to send their questions related to the agenda on or before September 15, 2023, 5:00 P.M. Please note that due to time and technological limitations, only relevant questions will be answered during the Special Meeting. HPI will endeavor to answer all other questions via e-mail at a later time.
 11. As required by the Securities and Exchange Commission, the proceedings during the Special Meeting will be recorded. A link to the recorded virtual website will be made available on HPI's website after the meeting.

II. Voting Procedure:

Stockholders may vote during the Special Meeting either (1) by Proxy or (2) by voting in absentia through our Digital Ballot/ Online Stockholder Voting System.

1. Voting by Proxy:

- a. Download and fill up the Proxy Form at www.conveneagm.com/ph/HLCMSSM2023.
- b. Send a scanned copy of the executed proxy Form by email to hpilegalandcompliance-phl@holcim.com not later than September 17, 2023. The hard copy of the signed Proxy Form should be delivered to: The Corporate Secretary, 7th Floor, Two World Square, McKinley Hill, Fort Bonifacio, Taguig City within five (5) days after the proxy form was sent via email.

- c. Alternatively, should you wish to appoint the Chairman of the meeting as proxy, you may use the digital proxy form available at www.conveneagm.com/ph/HLCMSSM2023. The Chairman, or in his absence, the Vice-Chairman, the Chief Financial Officer or the Corporate Secretary is authorized to cast the votes pursuant to the instructions in the Proxy Form.
2. Voting in absentia through the Digital Ballot/ Online Stockholder Voting System:
 - a. Follow the Registration and Participation/Attendance Procedure set forth above.
 - b. Registered stockholders shall have until 5:00 PM of September 15, 2023 to cast their votes.
 - c. All agenda items indicated in the Notice of Meeting will be included in the Digital Ballot and the registered stockholder may vote: as follows:
 - i. For items other than election of the Directors, the stockholder may vote: "For", "Against", or "Abstain". The vote shall be considered as cast for all the stockholder's shares.
 - ii. For the election of Directors, the stockholder may vote for vote such number of shares for as many persons as there are directors to be elected or he may cumulate said shares and give one candidate as many votes as the number of directors to be elected multiplied by the number of his shares owned, or he may distribute them on the same principle among as many candidates as he shall see fit; provided, that the total number of votes cast by him shall not exceed the number of shares owned by him as shown in the books of the Company multiplied by the number of directors to be elected.
 - d. HPI's Office of the Corporate Secretary shall tabulate all votes cast in absentia together with the votes cast by proxy. The votes cast in absentia will have equal effect as votes cast by proxy.

For any questions or clarification, you may contact us through hpilegalandcompliance-phl@holcim.com or our stock transfer agent, Stock Transfer Service, Inc. through their telephone number 8403-3798.