

**REQUIREMENTS AND PROCEDURE FOR VOTING IN ABSENTIA AND PARTICIPATION VIA REMOTE COMMUNICATION AT THE ANNUAL STOCKHOLDERS' MEETING OF HOLCIM PHILIPPINES, INC.**

Stockholders of Holcim Philippines, Inc. ("HPI" or the "Company") as of April 21, 2026 ("Stockholder") may participate and exercise their right to vote on the agenda items in the Annual Stockholders' Meeting of the Company ("Annual Meeting"), to be held on May 21, 2026 at 5:00 p.m. by remote communication and voting in absentia. Voting in absentia means that stockholders shall have the opportunity to vote during the ASM without being physically present during the meeting. Stockholders who vote in absentia or who participate via remote communication shall be deemed present for purposes of quorum.

**I. Registration and Participation/Attendance Procedure:**

1. The platform for participation through webcast/video conferencing (Remote Communication) for the Annual Meeting is via HPI's virtual ASM platform, Zoom Video Communications.
2. Only stockholders of record as of April 21, 2026 and who have complied with the registration and validation process as outlined in this document may participate and vote in absentia in the Annual Meeting.
3. Stockholders who intend to participate in the Annual Meeting may register by filling up the form that can be found at <https://www.holcim.ph/asm2026>. Online registration will be open from April 27, 2026 at 8:00 A.M. to May 15, 2026 at 5:00 P.M.
4. Stockholders should complete the online registration and submit / upload the following for validation:

*Certificated Individual Stockholders*

[HPI CY 2026 ASM - Individual Stockholders](#)

1. Valid government-issued ID showing stockholder's personal details, photo and signature;
2. Active contact number, either landline or mobile;
3. Active e-mail address;
4. In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

*Certificated Multiple Stockholders or Joint Owners*

[HPI CY 2026 ASM - Stockholders with Joint Accounts](#)

1. Valid government-issued ID of all stockholders showing their personal details, photo and signature
2. Authorization letter signed by other stockholders indicating the person among them authorized to participate and/or vote in the Annual Meeting;
3. Active contact number, either landline or mobile, of the representative;
4. Active e-mail address of the representative;  
In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

*Certificated Corporate/Partnership Stockholders*

[HPI CY 2026 ASM - Corporate Stockholders](#)

1. Notarized Secretary's Certificate attesting to the authority of the representative to participate and / or vote in the Annual Meeting;

2. Valid government-issued IDs of the representative and the Corporate Secretary showing their personal details, photo and signature
3. Active contact number, either landline or mobile, of the representative;
4. Active e-mail address of the representative
5. In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

*Stockholders with Shares under PCD Participant/Broker Account*  
[HPI CY 2026 ASM - Individual Stockholders under PCD](#)  
[or a Brokers Account or "Scripless Shares"](#)

1. Broker's certification on the stockholder's number of shareholdings (in PDF format). To facilitate the verification of your account, please copy HPI ([hpilegalandcompliance-phl@holcim.com](mailto:hpilegalandcompliance-phl@holcim.com)) and its stock transfer agent, Stock Transfer Services, Inc. (STSI) ([rdregala@stocktransfer.com.ph](mailto:rdregala@stocktransfer.com.ph)) in all your email correspondence with your broker for the request for certification;
2. Valid government-issued ID showing stockholder's personal details, photo and signature;
3. Active contact number, either landline or mobile;
4. Active e-mail address;
5. In case of proxy appointment, a duly accomplished and signed proxy indicating the votes on the agenda items.

*Scanned copies of the documents submitted as attachments via email must be in clear copies in JPG or PDF format, with each file size not exceeding 10 MB.*

5. The Company reserves the right to require additional personal data or documents to ensure the identity and validate the right of the Stockholder or his/her Proxy to participate and vote in the Annual Meeting. 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 Annual Meeting.
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 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 Annual Meeting, Stockholders may send their questions related to the agenda by email to [hpilegalandcompliance-phl@holcim.com](mailto: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 May 15, 2026, 5:00 P.M. Please note that due to time and technological limitations, only relevant questions will be answered during the Annual 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 Annual Meeting will be recorded. Stockholders may request for access to the recorded webcast of the ASM by sending an email request to [hpilegalandcompliance-phl@holcim.com](mailto:hpilegalandcompliance-phl@holcim.com).

## II. Voting Procedure:

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

1. Voting by Proxy:
  - a. Download and fill up the Proxy Form at <https://www.holcim.ph/asm2026>.
  - b. Send a scanned copy of the executed Proxy Form by email to [hpilegalandcompliance-phl@holcim.com](mailto:hpilegalandcompliance-phl@holcim.com) not later than May 15, 2026. The hard copy of the signed Proxy Form should be delivered to: The Corporate Secretary, 7th Floor, Two World Square, McKinley Hill, Taguig City within five (5) days after the proxy form was sent via email.
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 May 15, 2026 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 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. After the Ballot has been submitted, the registered Stockholder may no longer changer his/her vote.
  - e. 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 HPI through [hpilegalandcompliance-phl@holcim.com](mailto:hpilegalandcompliance-phl@holcim.com) or its stock transfer agent, Stock Transfer Service, Inc. through their telephone number 8403-3798.