



81138644445



81138644445

Please fill up fields with ☒SHIPPER COPY



05 January 2022

Honorable Dennis B. Funa  
Commissioner  
Insurance Commission  
1071 United Nations Avenue  
Ermita, Manila

Re: Submission of Annual Certification of Completeness of Meetings  
for FY 2021 and Attendance of the Board of Directors during  
Stockholders' Meeting, Board and Board Committee Meetings  
=====

Dear Commissioner Funa:

In compliance with IC Circular Letter No. 31-2005 re: Corporate Governance Principles and Leading Practices, we are pleased to submit the Annual Certification of Completeness of Stockholders, Board and Board Committee Meetings of Etiqa Life and General Assurance Philippines, Inc. (formerly AsianLife and General Assurance Corporation) for FY 2021, and the Attendance of the Members of Board of Directors during said meetings.

We hope you find everything in order.

Very truly yours,

Atty. Raul M. Hebron  
SVP, Legal and Corporate Services/  
Corporate Secretary

Enclosure:

Annual Certification of Completeness of Meeting and Attendance of the Board Directors during Stockholders, Board and Board Committee Meetings.

**Etiqa Life and General  
Assurance Philippines, Inc.**  
(Formerly: AsianLife and General Assurance Corporation)  
2nd and 3rd Floor  
Morning Star Center  
347 Sen. Gil Puyat Avenue,  
Makati City 1209

T +632 8890 1758  
F +632 8895 8519  
E customersupport@etiqa.com.ph

[www.etiqa.com.ph](http://www.etiqa.com.ph)

A Member of Maybank Group



REPUBLIC OF THE PHILIPPINES)  
MAKATI CITY ) S.S.

**SECRETARY'S CERTIFICATION OF COMPLETENESS OF MEETINGS  
AND ATTENDANCE OF THE BOARD OF DIRECTORS (FY2021)**

KNOW ALL PERSONS BY THESE PRESENTS:

I, Atty. **JOHN JOSEPH S. TAMARES**, of legal age, Filipino citizen, and with office address at the 3<sup>rd</sup> Floor, Morning Star Center, 347 Senator Gil J. Puyat Avenue, Makati City, being the duly elected and qualified Assistant Corporate Secretary of **ETIQA LIFE AND GENERAL ASSURANCE PHILIPPINES, INC.** (formerly AsianLife and General Assurance Corporation), a corporation duly organized and existing under the laws of the Republic of the Philippines, with principal office address at the 3<sup>rd</sup> Floor, Morning Star Center, 347 Senator Gil J. Puyat Avenue, Makati City, **DO HEREBY CERTIFY THAT:**

1. Based on the records of the Corporation in my custody, the meetings of the Board of Directors, Board Committee Members, and Stockholders of the Corporation for the Fiscal Year 2021 were held on the following dates:
  - a. Regular Meetings of the Board of Directors: 16 March 2021, 18 June 2021, 09 September 2021, and 22 November 2021;
  - b. Joint Annual Stockholders' Meeting and Organizational Board Meeting: 16 March 2021;
  - c. Special Meetings of the Board of Directors: 10 February 2021 and 19 May 2021;
  - d. Audit Committee of the Board (ACB) Meetings: 10 February 2021, 09 March 2021, 11 June 2021, 02 September 2021, and 15 November 2021;
  - e. Related Party Transactions (RPT) Committee Meetings: 08 March 2021;
  - f. Corporate Governance Committee (CGC) Meetings: 14 April 2021, 11 June 2021, 29 June 2021, 28 July 2021, 30 July 2021, and 01 September 2021; and
  - g. Board Risk Oversight Committee (BROC): 07 December 2021.
2. The attendance of the Chairman and all the members of the Board and Executive Committees are as follows:

(a) and (c). Attendance of Board Members at Regular and Special Board Meetings:

No.	Directors	02/10/ 2021	03/16/ 2021	05/19/ 2021	06/18/ 2021	09/09/ 2021	22/11/ 2021	Total no. of meetings
1.	Kamaludin Bin Ahmad	√	√	√	√	√	√	6
2.	Lee Hin Sze	√	√	√	√	√	√	6
3.	Rico T. Bautista	√	√	√	√	√	√	6
4.	Manuel N. Tordesillas	√	√	√	√	√	√	6
5.	Eulogio A. Mendoza	√	√	√	√	√	√	6
6.	Ma. Victoria C. Vinas	√	√	√	√	√	√	6
7.	Ricardo Nicanor N. Jacinto	√	√	√	√	√	√	6
8.	Helen T. De Guzman						√	1
<b>TOTAL</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	

Note: Independent Director Helen T. De Guzman was elected as member of the Board on 15 October 2021.

(b). Attendance of Board Members at Annual Stockholders' Meetings:

No.	Directors	Annual Stockholders' Meeting 03/16/2021	Total no. of meetings
1.	Kamaludin Bin Ahmad	√	1
2.	Lee Hin Sze	√	1
3.	Rico T. Bautista	√	1
4.	Manuel N. Tordesillas	√	1
5.	Eulogio A. Mendoza	√	1
6.	Ma. Victoria C. Vinas	√	1
7.	Ricardo Nicanor N. Jacinto	√	1
8.	Helen T. De Guzman		
<b>TOTAL</b>		<b>7</b>	

Note: Independent Director Helen T. De Guzman was elected as member of the Board on 15 October 2021.

(d). Attendance of Board Committee Members at Audit Committee of the Board (ACB) Meetings:

No.	Directors	02/10/ 2021	03/09/ 2021	06/11/ 2021	09/02/ 2021	11/15/ 2021	Total no. of meetings
1.	Lee Hin Sze	√	√	√	√	√	5
2.	Ma. Victoria C. Vinas (Chairperson)	√	√	√	√	√	5
3.	Ricardo Nicanor N. Jacinto	√	√	√	√	√	5
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

(e). Attendance of Board Committee Members at Related Party Transactions (RPT) Committee Meetings:

No.	Directors	03/08/2021	Total no. of meetings
1.	Lee Hin Sze	√	1
2.	Ma. Victoria C. Vinas	√	1
3.	Ricardo Nicanor N. Jacinto (Chairperson)	√	1
<b>TOTAL</b>		<b>3</b>	

(f). Attendance of Board Committee Members at Corporate Governance Committee (CGC) Meetings:

[illegible]



(g). Attendance of Board Committee Members at Board Risk Oversight Committee (BROC) Meetings:


No.	Directors	02/12/2020	Total no. of meetings
1.	Lee Hin Sze	√	1
2.	Ma. Victoria C. Vinas	√	1
3.	Ricardo Nicanor N. Jacinto	√	1
4.	Helen T. De Guzman	√	1
TOTAL		4	

IN WITNESS WHEREOF, I have hereunto suffixed my signature this 5<sup>th</sup> day of January 2022 at Makati City.

  
Atty. JOHN JOSEPH S. TAMARES  
Assistant Corporate Secretary

SUBSCRIBED AND SWORN TO before me this 5<sup>th</sup> day of January 2022 in Makati City; affiant exhibited to me his Driver's License with No. N-02-19-002261 issued in Metro Manila on 16 January 2019 as competent evidence of his identity.

Doc. No. 386  
Page No. 79  
Book No. 115  
Series of 2022.

  
ATTY. GEORGE DAVID D. SITON  
NOTARY PUBLIC FOR MAKATI CITY  
APPT. NO. N-382- UNTIL DEC. 31, 2021  
ROLL NO. 68402 / MCLE COMPLIANCE NO. VI-0021936/3 29 2019  
IBP O.R. NO. 2275059 LIFETIME MEMBER MAY, 8, 2017  
PTR No. 8852066-JAN 03, 2022-MAKATI CITY  
EXECUTIVE BLDG. CENTER MAKATI AVE., COR. JUPITER ST., MAKATI CITY  
EXTENDED UNTIL JUNE 30, 2022 PER BM NO.3795