

17 January 2025

Honorable Reynaldo A. Regalado  
Commissioner  
Insurance Commission  
1071 United Nations Avenue  
Ermita, Manila

Re: **Submission of Annual Certification of Completeness of Meetings for  
FY2024 and Attendance of the Board of Directors during Stockholders'  
Meeting, Board and Board Committee Meetings**

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Dear Commissioner Regalado:

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 FY2024, and the Attendance of the Members of Board of Directors during said meetings.

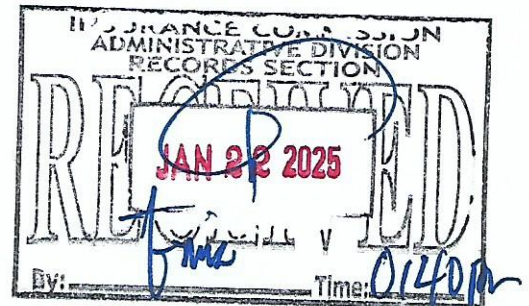
We hope you find everything in order.

Very truly yours,

  
Atty. Raul M. Hebron  
EVP, 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.



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

**SECRETARY'S CERTIFICATION OF COMPLETENESS OF MEETINGS  
AND ATTENDANCE OF THE BOARD OF DIRECTORS (FY2025)**

KNOW ALL PERSONS BY THESE PRESENTS:

I, Atty. **JOHN JOSEPH S. TAMARES**, of legal age, Filipino citizen, and with office address at the Etiqa Atrium 12E Floor, 107 Aguirre, Legazpi Village, Makati City, being the duly elected and qualified Assistant Corporate Secretary of **ETIQA LIFE AND GENERAL ASSURANCE PHILIPPINES, INC.**, a corporation duly organized and existing under the laws of the Republic of the Philippines, with principal office address at the Etiqa Atrium 12E Floor, 107 Aguirre, Legazpi Village, 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 2023 were held on the following dates:
  - a. Regular Meetings of the Board of Directors: 19 March 2024, 20 June 2024, 18 September 2024, and 25 November 2024;
  - b. Special Meetings of the Board of Directors: 22 February 2024, 21 May 2024, and 20 June 2024;
  - c. Joint Annual Stockholders' Meeting and Organizational Board Meeting: 19 March 2024;
  - d. Special Stockholders' Meeting: 26 March 2024 and 18 September 2024;
  - e. Audit Committee of the Board (ACB) Meetings: 20 February 2024, 08 March 2024, 04 June 2024, 07 August 2024, 24 September 2024, and 12 November 2024;
  - f. Related Party Transactions (RPT) Committee Meetings: 12 March 2024, 19 July 2024, and 12 September 2024;
  - g. Corporate Governance Committee (CGC) Meetings: 20 February 2024, 28 February 2024, 08 May 2024, 09 August 2024, 12 September 2024, and 11 November 2024; and
  - h. Board Risk and Compliance Oversight Committee (BRCOC): 11 March 2024, 07 May 2024, 14 June 2024, 16 August 2024, 17 September 2024, and 05 November 2024.
2. The attendance of the Chairman and all the members of the Board and Board Committees are as follows:

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

No.	Directors	02/22/24	03/19/24	05/21/24	06/20/24		09/18/24	11/25/24	Total no. of meetings
1.	Mohd Din Bin Merican (Chairperson - ID)	√	√	√	√	√	√	√	7
2.	Loh Lee Soon (ID)	√	√	√	√	√	√	√	7
3.	Rico T. Bautista (ED)	√	√	√	√	√	(resigned)	(resigned)	5
4.	Manuel N. Tordesillas (NINED)	√	√	√	√	√	√	√	7
5.	Eulogio A. Mendoza (NINED)	√	√	√	√	√	√	√	7
6.	Ricardo Nicanor N. Jacinto (ID)	√	√	√	√	√	√	√	7
7.	Helen T. De Guzman (ID)	√	√	√	√	√	√	√	7
TOTAL		7	7	7	7	7	6	6	



(c) and (d). Attendance of Board Members at Annual and Special Stockholders' Meetings:

No.	Directors	Annual Stockholders' Meeting 03/19/2024	Special Stockholders' Meeting 03/26/2024	Special Stockholders' Meeting 09/18/2024	Total no. of meetings
1.	Mohd Din Bin Merican (Chairperson - ID))	√	√	√	3
2.	Loh Lee Soon (ID)	√	√	√	3
3.	Rico T. Bautista (ED)	√	√	(resigned)	2
4.	Manuel N. Tordesillas (NINED)	√	√	√	3
5.	Eulogio A. Mendoza (NINED)	√	√	√	3
6.	Ricardo Nicanor N. Jacinto (ID)	√	√	√	3
7.	Helen T. De Guzman (ID)	√	√	√	3
<b>TOTAL</b>		<b>7</b>	<b>7</b>	<b>6</b>	

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

No.	Directors	02/20/2024	03/08/2024	06/04/2024	08/07/2024	09/24/2024	11/12/2024	Total no. of meetings
1.	Loh Lee Soon (Chairperson - ID)	√	√	√	√	√	√	6
2.	Helen T. De Guzman (ID)	√	√	√	√	√	√	6
3.	Ricardo Nicanor N. Jacinto (ID)	√	√	(not a member)				2
4.	Manuel N. Tordesillas (NINED)	(not a member)		√	√	√	√	4
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

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

No.	Directors	03/12/24	07/19/24	09/12/24	Total no. of meetings
1.	Ricardo Nicanor N. Jacinto (Chairperson - ID)	√	√	√	3
2.	Loh Lee Soon (ID)	√	√	√	3
3.	Helen T. De Guzman (ID)	√	(not a member)		1
4.	Manuel N. Tordesillas (NINED)	(not a member)	√	√	2
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>3</b>	

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

No.	Directors	02/20/2024	02/28/2024	05/08/2024	08/09/2024	09/12/2024	11/11/2024	Total no. of meetings
1.	Ricardo Nicanor N. Jacinto (Chairperson - ID)	√	√	√	√	√	√	6
2.	Loh Lee Soon (ID)	√	√	√	√	√	√	6
3.	Helen T. De Guzman (ID)	√	√	√	√	√	√	6
TOTAL		3	3	3	3	3	3	

(h). Attendance of Board Committee Members at Board Risk and Compliance Oversight Committee (BRCOC) Meetings:

No.	Directors	03/11/2024	05/07/2024	06/14/2024	08/16/2024	09/17/2024	11/05/2024	Total no. of meetings
1.	Helen T. De Guzman (Chairperson - ID)	√	√	√	√	√	√	6
2.	Ricardo Nicanor N. Jacinto (ID)	√	√	√	√	√	√	6
3.	Loh Lee Soon (ID)	√	(not a member)					1
4.	Eulogio A. Mendoza (NINED)	(not a member)	√	√	√	√	√	5
TOTAL		3	3	3	3	3	3	

Notes:

\*ID - Independent Director

\*ED - Executive Director

\*NINED - Non-Independent Non-Executive Director

JAN 22 2025


IN WITNESS WHEREOF, I have hereunto suffixed my signature this \_\_\_<sup>th</sup> day of January 2025 at Makati City.

  
Atty. JOHN JOSEPH S. TAMARES  
Assistant Corporate Secretary

JAN 22 2025

SUBSCRIBED AND SWORN TO before me this \_\_\_<sup>th</sup> day of January 2025 in Makati City; affiant exhibited to me his Driver's License with No. N-02-19-002261 issued in Metro Manila on 30 November 2023 with expiry date 06 December 2033 as competent evidence of his identity.

Doc. No. 269  
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Book No. 241  
Series of 2025.

  
ATTY. JOHN E. FLORES  
NOTARY PUBLIC FOR MAKATI CITY  
UNTIL DECEMBER 31, 2025  
APPOINTMENT NO. 18-05 (2023-2026)  
ROLL OF ATTORNEY NO. 77378  
MCLE COMPLIANCE NO. 0001383-4/12/2023  
PTR NO. 10465007-01/02/2025 - MKT. CITY  
IDP NO. 477526-NOV. 17, 2024 - PASIG CITY  
2732 Mz. Aurora Street, Poblacion, Makati City