

ETIQA LIFE AND GENERAL ASSURANCE PHILIPPINES, INC.
ACB ANNUAL OUTLINE AGENDA FOR THE YEAR 2024

FUNCTION	OWNER	Subject	1 st (Special - February 20)	2 nd (March 8)	3 rd (May 24)	4 th (August 7)	5 th (November 12)
Audit	Internal Audit	Status of Internal Audit Activities		1. Internal Audit Dashboard 2. Status of Rectification of Audit Findings	1. Head of Internal Audit's Report 2. Status of Rectification of Audit Findings	1. Head of Internal Audit's Report 2. Status of Rectification of Audit Findings	1. Head of Internal Audit's Report 2. Status of Rectification of Audit Findings
	Internal Audit	Summary of Internal Audit Reports*		3 Audit Reports: 1. Assessment on the Effectiveness and Adequacy of Cyber Risk Management and Data Loss Protection 2. Review of General Insurance Underwriting and Claims (Motor, Fire and Inward Reinsurance Claims) 3. Review of Actuarial Liability Valuation on Group Insurance Policy Reserves	2 Audit Reports: 1 Operations and 1 IT 1. Review of SDLC and Project Management (Re-Audit) 2. Review of DepEd Loan Operations	2 Audit Reports: 1 Operations and 1 IT 1. Review of Medical Claims (Network) 2. Review of IT Applications	5 Audit Reports: 2 Operations and 3 IT 1. Review of Affiliations of Network Providers and Physicians 2. Review of Network Claims (Reimbursement) - For Approval of Revised FY2024 AAP 3. Assessment on the Effectiveness and Adequacy of General IT Controls and IT Asset Management 4. Assessment on the Effectiveness and Adequacy of Cyber Risk Management and DLP (Follow-up Audit) 5. Disaster Recovery Observation (Target Schedule of Simulation DR Test is in October 2024)
	Internal Audit	Papers/Matters for Approval/ Information/ Feedback	Head of Internal Audit Performance Achievement FY2023		1. HIA Balanced Scorecard FY2024 (<i>For Approval</i>)	1. Proposed Revision to FY2024 AAP 2. Revised Audit Charter	1. Proposed AAP FY2025 2. Emerging Risks Impact to the FY2025 AAP
	External Audit	Papers/Matters for Approval/ Information/ Feedback	1. FY2023 Draft Financial Statements 2. Executive Session with SGV and ACB	Presentation of Final FY2023 Audited Financial Statements and Discussion on SGV Management Letter Comments	Status of Rectification of SGV Management Letter FY2023		1. Proposed Plan and Scope for Audit of ELGAP Financial Statements FY2024 2. Proposed Statutory Fees for Audit of ELGAP Financial Statements FY2024
Finance		IFRS 17		Updates on IFRS 17 Implementation	1. Updates on IFRS 17 Implementation 2. New Regulations on Ease of Paying Tax Act 2024 and Potential Impact to ELGAP	Updates on IFRS 17 Implementation	Updates on IFRS 17 Implementation
Secretarial/ Governance		Other significant Matters			1. Discussion on Change of Date of Annual Stockholders Meeting 2. Annual Review of ACB Charter		

Remaining FY2024 Audit Reports for tabling on 1st Quarter of 2025:

- 1. Review of Medical Underwriting, Pricing and Billing
- 2. Review of Complaints Management
- 3. Review of Compliance with AMLCFT

ETIQA LIFE AND GENERAL ASSURANCE PHILIPPINES, INC.
BRCOC MEETING AGENDA CALENDAR FOR THE YEAR 2024

Function	Key Activities	March 11	May 7	Jun. 11 Special Meeting	Aug. 6	Nov. 8
Risk Oversight, Policies and Controls	1. Review and approve the Risk Management and Compliance frameworks of the Company and assess the related policies to identify, assess, monitor and manage Enterprise Risk and Compliance.	➤ Review and approve the Compliance Framework 2024 ➤ Review and approve 2024 Compliance Procedure	➤ Review and provide recommendations to improve the 2024 ERM Framework ➤ Approve the FY24 ERM Plan ➤ Review the revised Financial Consumer Fair Treatment Policy of ELGAP	➤ Review and approve the updated ERM Framework 2024 (2nd pass)	➤ Review and approve of the Liquidity Risk Management Policy ➤ Review and approve to endorse New Products	➤ Review and approve policy on Risk Concentration on Investment Exposure Management Policy ➤ Review and approve ELGAP's Internal Regulation System and Repository ➤ Annual review of Outsourcing Policy ➤ Annual review of Operational Risk Policy ➤ Annual review of BCM Policy
	2. Provide guidance to ensure support and the effective implementation of Risk Management and Compliance frameworks and policies.	➤ Review and commented on the Financial Consumer Fair Treatment Policy of ELGAP ➤ Review and commented on the FY24 ERM Plan with proposed budget.				
	3. Provide guidance on risks and compliance relating to business initiatives and major management initiatives (e.g. systems, business model and major acquisitions) and approve or recommend the undertaking of any major activities for Board's approval.		➤ Approve the FY24 ERM Plan with proposed budget			
	4. Provide oversight and guidance over ELGAP's state of business continuity preparedness and provide guidance on ELGAP's annual attestation on the sufficient awareness of such risks and compliance, mitigating measures and state of readiness.	➤ Review updates on BCP activities, which is part of the ERM Report	➤ Review updates on BCP activities, which is part of the ERM Report		➤ Review updates on BCP activities, which is part of the ERM Report	➤ Review updates on. BCP activities which is part of the ERM Report
	5. Review, assess and recommend to the Board corrective measures to address compliance and risk concerns as highlighted by the Risk team and Compliance team and various home-host regulatory authorities, where relevant.	➤ Review ERM Report on Key Risks for the quarter ➤ Review Compliance Checking Report	➤ Review ERM Report on key risks for the quarter ➤ Review Compliance Checking Report ➤ Review Branch Checking Report		➤ Review ERM Report on Key Risks for the quarter ➤ Review Compliance Checking Report	➤ Review ERM Report on Key Risks for the quarter ➤ Review Compliance Checking Report
	6. Ensure adequacy of infrastructure, resources and systems to enable effective risk and compliance management i.e. systems, personnel, trainings and skillsets in supporting risk and compliance management practices and processes to identify, measure, monitor, manage and control risks.	➤ Review DTS Report	➤ Review DTS Report		➤ Review DTS Report	➤ Review DTS Report
	7. Provide guidance on ELGAP's response to data and /or information security breaches through the Suspicious Transactions Reporting Committee and the Data Breach Committee.	➤ Review incident report(s) related to data and security breach, if any	➤ Review incident report(s) related to data and security breach, if any		➤ Review incident report(s) related to data and security breach, if any	➤ Review incident report(s) related to data and security breach, if any
	8. Ensure that the development and implementation of the new product is within the company risk appetite and comply with the regulatory and shareholders requirements.	➤ Review and approve to endorse New Products	➤ Review and approve to endorse New Products	➤ Review and approve to endorse New Products	➤ Review and approve to endorse New Products	➤ Review and approve to endorse New Products

Risk Appetite and Strategies	9. Review Risk Appetite Statements presented by the Mancomm, Risk and Compliance and endorse to the ELGAP Board of Directors, for approval.		➤ Review the Proposed Risk Appetite Statements, KRIs and Risk Landscape	➤ Review and approve the updated Risk Appetite Statements, KRIs and Risk Landscape 2024 (2nd pass)		
	10. Oversee the integration of Risk Appetite Statements across group wide risk-taking activities, and review ELGAP's compliance and risk management strategies periodically such that they are adjusted to reflect risk appetites, capital health, and market / macroeconomic conditions.	➤ Review ERM Report on the Overall Risks Status and KRIs	➤ Review ERM Report on the Overall Risks Status and KRIs		➤ Review ERM Report on the Overall Risks Status and KRIs	➤ Review ERM Report on the Overall Risks Status and KRIs
Compliance and Regulatory Adherence	11. Provide oversight in addressing regulatory risk and compliance concerns under the IC's Supervisory letters escalated by the Mancomm, Risk and Compliance and approve the management response and updates to the matters for submission to IC.	➤ Review report on Regulatory Submissions and Monitoring/Checking of Compliance	➤ Review report on Regulatory Submissions and Monitoring/Checking of Compliance	➤ Review report on Regulatory Submissions and Monitoring/Checking of Compliance	➤ Review report on Regulatory Submissions and Monitoring/Checking of Compliance	➤ Review report on Regulatory Submissions and Monitoring/Checking of Compliance
	12. Provide oversight to ensure that conduct of business and organisation as a whole meets the policyholder's reasonable expectations, where all the customers are treated fairly and their interest are upheld.	➤ Review report on any compliance issue arising from the conduct of business including customers service pursuant to the Consumer Fair Treatment Policy of ELGAP	➤ Review report on any compliance issue arising from the conduct of business including customers service pursuant to the Consumer Fair Treatment Policy of ELGAP	➤ Review report on any compliance issue arising from the conduct of business including customers service pursuant to the Consumer Fair Treatment Policy of ELGAP	➤ Review report on any compliance issue arising from the conduct of business including customers service pursuant to the Consumer Fair Treatment Policy of ELGAP	➤ Review report on any compliance issue arising from the conduct of business including customers service pursuant to the Consumer Fair Treatment Policy of ELGAP
	13. Monitor the implementation of policies on compliance for ELGAP including but not limited to the relevant policies for the prevention of Anti-Money Laundering and Counter Financing of Terrorism (AMF/CFT), whistleblowing, anti-bribery & corruption Policy and review periodically their compliance status.	➤ Review report/update on compliance gaps) on AMLA. ➤ Review report on other gaps on internal policies including any case/s arising from ABC Policy and Whistle Blowing Policy	➤ Review report/update on compliance gaps) on AMLA. ➤ Review report on other gaps on internal policies including any case/s arising from ABC Policy and Whistle Blowing Policy	➤ Review report/update on compliance gaps) on AMLA. ➤ Review report on other gaps on internal policies including any case/s arising from ABC Policy and Whistle Blowing Policy	➤ Review report/update on compliance gaps) on AMLA. ➤ Review report on other gaps on internal policies including any case/s arising from ABC Policy and Whistle Blowing Policy	➤ Review report/update on compliance gaps) on AMLA. ➤ Review report on other gaps on internal policies including any case/s arising from ABC Policy and Whistle Blowing Policy
Communication and Others	14. The BRCOC may share information of common interest with the Audit Committee as determined appropriate by the committees to support the Audit Committee in connection with its oversight responsibilities under its charter relating to the Company's compliance with legal and regulatory requirements.			➤ <u>CRO Report</u>		
	15. The BRCOC may meet in executive sessions with the Chief Risk Officer, the Chief Compliance Officer, and other members of management as it determines appropriate.					➤ <u>Annual Executive session with the Chief Risk Officer and Chief Compliance Officer</u>
	16. The Committee shall review and assess the adequacy of this Charter annually.		➤ Review of the existing BRCOC TOR	➤ Review and approve the 2024 updated BRCOC TOR (2nd pass)	➤ Review and approve the 2024 updated BRCOC TOR (3rd pass)	

				➤ Review and approve the 2024 BRCOC Meeting Agenda Calendar	➤ Review and approve the 2024 BRCOC Meeting Agenda Calendar	
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