



UHBI-PARAÑAQUE DOCTORS HOSPITAL, INC.

175 Doña Soledad Avenue, Better Living Subdivision Brgy. Don Bosco Parañaque City, Philippines

Tel: (02) 877 606 44; 877 606 45; 877 606 46; 877 606 48; 877 606 51

Email: paranaquedoctors@yahoo.com.ph

UHBI-PARAÑAQUE DOCTORS HOSPITAL, INC.

175 Doña Soledad Avenue, Better Living Subdivision
Parañaque City, Metro Manila

NOTICE OF ANNUAL STOCKHOLDERS' MEETING

Dear Stockholders:

The annual meeting of the stockholders of UHBI-PARAÑAQUE DOCTORS HOSPITAL, INC. (the Company) will be held on **26 March 2024 (Tuesday) at 9 o'clock in the morning.**

A hybrid meeting will be conducted by the Company which means that it will be a mixture of in-person and remote attendees. Remote attendees will join the meeting via Zoom, while in-person attendees will join the meeting to be held at the Conference Room, 7th Floor, New Wing, Parañaque Doctors Hospital.

AGENDA

1. Call to Order
2. Declaration of Quorum
3. Approval of the Agenda
4. Reading and Approval of the Minutes of the Previous Annual Stockholders' Meeting
5. Treasurer's Report
6. President's Report
7. Message from the Chairman of the Board
8. General Ratification of the Acts of the Board of Directors
9. Appointment of the External Auditor
10. Open Forum
11. Election of the Board of Directors for 2024-2025
12. Other Matters
13. Adjournment

A stockholder who wishes to personally participate in the meeting via remote communication and to exercise his/her right to vote *in absentia* must follow the attached **Guidelines**.

A Stockholder who will not be able to attend the meeting personally but wishes to be represented thereat through a proxy (who will attend either remotely or in-person) should submit a duly accomplished proxy form in accordance with the Guidelines. A sample format of the proxy form is attached to this Notice.

Thank you very much.

LIZA JEAN ARBOLEDA, M.D.
Corporate Secretary



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PROXY FORM

The undersigned stockholder of UHBI-PARAÑAQUE DOCTORS HOSPITAL, INC., hereby appoints _____ or in his/her absence, the Chairman of the meeting, as attorney and proxy, with power of substitution, to represent me and vote all shares owned by me or registered in my name in the books of the corporation at the Annual Stockholders' Meeting scheduled on **26 March 2024 @ 9:00 AM** and any adjournment thereof, as fully to all intents and purposes as I might do if present and acting in person, hereby confirming and ratifying all acts which my above named proxy may lawfully do or cause to be done in the premises.

In witness whereof, I have signed this Proxy on this _____ day of _____ 2024 at _____.

Printed Name of Stockholder

Signature of Stockholder

Complete Name of Proxy

Signature of Proxy

GUIDELINES

The Board of Directors of the Company has approved the following Guidelines for the faithful compliance of the stockholders.

I. Proxy

- a) A Stockholder who will not attend the meeting personally but will be represented thereat through a proxy (and the proxy will attend the meeting *in-person*) should submit a duly accomplished proxy form on or before the date of the meeting.
- b) A Stockholder who will not attend the meeting personally but will be represented thereat through a proxy (and the proxy will attend the meeting *remotely*) should submit a duly accomplished proxy form on or before **21 March 2024 @ 5:00 PM** and comply with the Registration rules as stated in Paragraph II below.

II. Registration

Stockholders who wish to participate in the meeting via remote communication and to exercise their right to vote *in absentia* **must** notify the Corporate Secretary of such intention by **registering not later than 26 April 2024 (Friday) at 5:00 PM**. To register, please email to pdhdirectorsoffice@gmail.com the following:

- (a) If attending personally, email the following information of the stockholder: (i) complete name, (ii) email address, and (iii) mobile number.
- (b) If attending by proxy, stockholder must send the duly accomplished PROXY FORM to the Company either personally or by email at pdhdirectorsoffice@gmail.com not later than the date stated in Paragraph I above together with the following information of the Proxy: (i) complete name, (ii) email address, and (iii) mobile number.

The Company reserves the right to conduct validation and require the submission of documents if necessary.

III. Zoom ID and Password

Only stockholders or proxies who have registered in accordance with the preceding paragraphs will be given the Zoom ID and Password which will be sent by email before the meeting.

For any queries or concerns regarding this Guidelines, please contact the Office of the Corporate Secretary telephone # 02-87760645, 87760644 local 8204 and 8209 or via email at pdhdirectorsoffice@gmail.com.



DR. LIZA JEAN ARBOLEDA
Corporate Secretary