

FAR EASTERN UNIVERSITY, INCORPORATED
ANNUAL STOCKHOLDERS' MEETING 2022

Guidelines for Participating via a Hybrid Modality and Voting in Absentia

The 2022 Annual Stockholders' Meeting (**ASM**) of Far Eastern University, Incorporated ("**FEU**" or the "**Company**") will be held on October 15, 2022 at 3:00 P.M. and the Board of Trustees of the Corporation has fixed the end of trading hours of the Philippine Stock Exchange, Inc. on **September 26, 2022** ("**Record Date**") as the record date for the determination of stockholders entitled to the notice of, to attend, and to vote at such meeting and any adjournment thereof.

The Board of Trustees of the Company has approved and authorized stockholders to participate in the ASM via a hybrid modality (simultaneous onsite and virtual environment) and to exercise their right to vote in absentia or by proxy. This is in view of the community quarantine currently implemented in various areas of the country and in consideration of health and safety concerns of everyone involved.

REGISTRATION

The conduct of the meeting will be held in the following venues:

Onsite Venue: Multi-purpose Room, 4th Floor Administration Building,
FEU Main Campus, Nicanor Reyes Street, Sampaloc, Manila

Online Venue: Livestream access will be provided to registered participants.
Instructions will be posted at <https://www.feu.edu.ph/asm2022>

Stockholders are required to signify their mode of participation – Onsite or Virtual - by registering via asmregister.feu.edu.ph, beginning 30 September 2022, 8:00AM until 10 October 2022, 5:00 PM.

Onsite participants will be limited to a maximum of (50) shareholders only, on a first to register, first served basis. Adherence to the event's health protocol shall be strictly observed.

Documentary Requirements:

The following are the documents required (subject to verification and validation) for a successful registration::

1. Individual Stockholders

- 1.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others in order to validate the registration of the stockholder (up to 2MB)
- 1.2. Stock certificate number
- 1.3. If appointing a proxy, copy of proxy form duly signed by stockholder (need not be notarized)
- 1.4. Active e-mail address/es of stockholder or proxy

1.5. Active contact number/s, with area and country codes, of stockholder or proxy

1.6. For onsite participants only: Clear digital copy of proof of Covid-19 vaccination card

2. Multiple Stockholders or with joint accounts

2.1. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others in order to validate the registration of all registered stockholders (up to 2MB)

2.2. Stock certificate number/s

2.3. Proof of authority of stockholder voting the shares signed by the other registered stockholders, for shares registered in the name of multiple stockholders (need not be notarized)

2.4. Active e-mail addresses of authorized representative

2.5. Active contact numbers, with area and country codes, of authorized representative

2.6. For onsite participants only: Clear digital copy of proof of Covid-19 vaccination card

3. Corporate Stockholders

3.1. Digital copy of the Secretary's Certificate (or equivalent for non-resident) attesting to the authority of the representative to vote for and on behalf of the corporation

3.2. Clear digital copy of the front and back portion of a valid government-issued identification card/s (ID/s), which include the passport, driver's license, SSS ID, senior citizen ID, among others to validate the registration of the authorized representative (no more than 2MB)

3.3. Stock certificate number/s

3.4. Active e-mail address/es of the authorized representative

3.5. Active contact number, with area and country codes, of authorized representative

3.5. For onsite participants only: Clear digital copy of proof of Covid-19 vaccination card

4. PCD Participants/Brokers

4.1. Certification from broker as to the number of shares owned by stockholder

4.2. Valid government ID of stockholder

4.3. If appointing a proxy, copy of proxy form duly signed by stockholder (need not be notarized)

4.4. Active e-mail address/es of stockholder or proxy

4.5. Active contact number/s, with area and country codes, of stockholder or proxy

4.6. For onsite participants only: Clear digital copy of proof of Covid-19 vaccination card

ONLINE VOTING

Stockholders who have successfully registered shall be notified via email of their unique login credentials for the voting portal. Stockholders can then cast their votes for specific items in the agenda, as follows:

1. Log-in to the voting portal by clicking the link, and using the log-in credentials sent via email, to the email address of the stockholder provided to the Company.
2. Upon accessing the portal, the stockholder can vote on each agenda item. A brief description of each item for stockholders' approval are appended to the Notice of Meeting.
 - 2.1 A stockholder has the option to vote "Yes", "No", or "Abstain" on each agenda item for approval.
 - 2.2 With respect to the election of nine (9) trustees, each stockholder may:
 - vote such number of shares for as many as nine persons he may choose to be elected from the list of nominees; or
 - cumulate said shares and give one candidate as many votes as the number of his shares multiplied by nine shall equal, or
 - 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 multiplied by nine.
3. Once the stockholder has finalized his vote, he can proceed to submit his vote by clicking the "Submit" button.
4. The stockholder can still change and re-submit votes, provided, such new votes are submitted using the same log-in credentials. Previous votes will be automatically overridden and replaced by the system with the new votes cast.
5. Stockholders with successful and validated registration may cast their votes at least twenty four (24) hours before the time set for the meeting as required by the By Laws, or no later than 3:00 p.m. of 14 October 2022. The appointment of the Proxy shall not affect your right to vote in the event you choose to attend the meeting.

ONSITE VOTING

Stockholders who have successfully registered and received email confirming onsite participation will have the option to vote onsite. This can be performed until 3:15 PM of 15 October 2022. Voting process will be done electronically with the assistance of a dedicated System Administrator (SA).

To facilitate the onsite voting, the stockholder must:

1. Approach the voting terminal setup in the onsite venue.
2. Present to the System Administrator (SA) the original ID submitted/uploaded in the ASM tool during the online registration process.
3. The SA will open the electronic voting portal for the stockholder using a system generated stockholder code. The stockholder may then begin to:
 - 3.1 Exercise his option to vote “Yes”, “No”, or “Abstain” on each agenda item for approval.
 - 3.2 With respect to the election of nine (9) trustees, each stockholder may:
 - vote such number of shares for as many as nine persons he may choose to be elected from the list of nominees; or
 - cumulate said shares and give one candidate as many votes as the number of his shares multiplied by nine shall equal, or
 - 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 multiplied by nine.
4. Once the stockholder has finalized his vote, he can proceed to submit his vote by clicking the “Submit” button.
5. The stockholder can change his votes until 3:15 PM of 15 October 2022, or right before the tabulation begins.

ASM LIVESTREAM

The ASM will be broadcasted live and stockholders who have successfully registered will be provided access to participate via remote communication. Instructions on how to access the livestream will also be posted at <https://www.feu.edu.ph/asm2022/>.

Video recordings of the ASM will be adequately maintained by the Company and will be made available to participating stockholders upon request.

OPEN FORUM

During the virtual meeting, the Company will have an Open Forum, where representatives of the Company shall endeavor to answer as many of the questions and comments received from stockholders as time will allow.

Stockholders participating onsite may personally ask questions.

Alternatively, questions may be forwarded in advance by sending an email bearing the subject “ASM 2022 Open Forum” to asm2022@feu.edu.ph on or before 14 October 2022. The meeting’s moderator will read the questions on their behalf.

A section for stockholder comments/questions or a “chatbox” shall also be provided in the livestreaming platform.

Questions/comments received but not entertained during the Open Forum due to time constraints will be addressed separately by the Company’s Corporate Secretary.

For any concerns, please contact us via email at asm2022@feu.edu.ph.

For complete information on the annual meeting, please visit <https://www.feu.edu.ph/asm2022/>.