

NOTICE OF SPECIAL MEETING OF STOCKHOLDERS

The Special Meeting of Stockholders of Citystate Savings Bank will be held on **18 December 2020 at 10:00 AM** via remote communication/video conferencing to take up the following matters:

- I. Calling of Meeting to Order
- II. Certification of Notice of Meeting
- III. Determination of existence of quorum
- IV. Approval of the Increase of Authorized Capital Stock from 1,500,000,000.00 to 1,800,000,000.00
- V. Amendments to the Articles of Incorporation and By-Laws
- VI. Approval of the Subscription of Top Ventures Investments and Management Corp. (TVIMC) to 600,000 shares
- VII. Such other business as may properly come before the meeting
- VIII. Adjournment

Only Stockholders of record as of **11 December 2020** will be entitled to notice and to vote at this meeting.

If a stockholder or member intends to participate in a meeting through remote communication, stockholders or members are requested to register by sending the following requirements to asmregistration@citystatesavings.com not later than 4:00 P.M. of **15 December 2020**.

A. Individual Stockholders

- (1) A scanned copy of front and back portion of the Stockholder's valid government-issued ID showing photo, signature and personal details, preferably with residential address. (should be in JPG Format with a file size no larger than 2MB)
- (2) A valid and active e-mail address and contact number.

B. Corporate Stockholders

- (1) A secretary's certificate attesting to the authority of the representative to participate by remote communication for, and on behalf of the Corporation (should be in JPG Format with a file size no larger than 2MB).
- (2) A scanned copy of front and back portion of the valid government-issued ID of Stockholder's representative showing photo, signature and personal details, preferably with residential address (should be in JPG Format with a file size no larger than 2MB);
- (3) A valid and active e-mail address and a valid and active contact number.

C. For Stockholders under PCD Participant/Brokers account or "Scripless Shares"

- (1) A broker certification on the Stockholder's number of shareholdings;
- (2) A scanned copy of the front and back portion of Stockholder's valid government-issued ID showing photo, signature and personal details, preferably with residential address (should be in JPG Format with a file size no larger than 2MB);
- (3) A valid and active e-mail address and contact number.

The Company shall allow electronic signature for the required documents, as applicable. Notarization requirements shall also be dispensed with at this time. However, the Company reserves the rights to request additional information, and original signed and notarized copies of these documents at a later time. Incomplete or inconsistent information may result in an unsuccessful event registration. As a result, Stockholders will not be allowed to participate in the virtual ASM.

Shareholders who will not be able to attend the meeting may designate their respective proxies by sending the proxy forms to the Office of the Corporate Secretary at the 2nd Floor, Citystate Centre Building, 709 Shaw Boulevard, Pasig City or via email at asmregistration@citystatesavings.com not later than 4:00 P.M. of **15 December 2020**.

A Stockholder whose registration has been verified will be notified of approval or disapproval of the registration within three (3) business days from the Stockholder's receipt of an e-mail acknowledging his/her registration.

In case a stockholder/member did not receive any notification within three (3) business days from receipt of an email acknowledging their registration, he/she should call the office of the Corporate Secretary at 8470-3333 local 219 or he/she can email the email address at asmregistration@citystatesavings.com

We wish to inform you that Stockholder's online registration cannot be completed if any of the mandated requirements are not submitted. Incomplete documents may also result in an unsuccessful registration.

Lastly, copies of the Notice of Meeting, Information Statement and other documents relative to the Special Meeting may be accessed through the CSBI Website www.citystatesavings.com and through PSE Edge portal <https://edge.pse.com.ph>

Thank you.


ATTY. SOCRATES M. AREVALO
Corporate Secretary