



SAN MIGUEL CORPORATION

November 3, 2021

The Philippine Stock Exchange, Inc.
Disclosure Department
3rd Floor, Tower One and Exchange Plaza
Ayala Triangle, Ayala Avenue
Makati City

Attention: **Ms. Janet A. Encarnacion**
Head - Disclosure Department

Re: **Amendment of By-Laws**

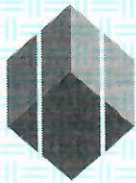
Gentlemen:

We advise that the Securities and Exchange Commission (SEC) approved, on November 2, 2021, the amendments to the By-Laws of the Company, which amendments were approved by a majority of the stockholders of the Company on June 8, 2021.

We attach herewith a copy of the Certificate of Amendment of the By-Laws dated November 2, 2021.

Very truly yours,

MARY ROSE S. TAN
Assistant Corporate Secretary



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION

Ground Floor, Secretariat Building, PICC
City Of Pasay, Metro Manila

COMPANY REG. NO. 277

CERTIFICATE OF FILING OF AMENDED BY-LAWS

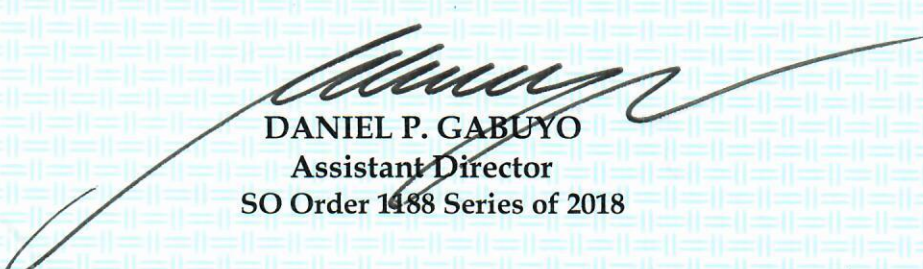
KNOW ALL PERSONS BY THESE PRESENTS:

THIS IS TO CERTIFY that the Amended By-Laws of

SAN MIGUEL CORPORATION

copy annexed, adopted on April 15, 2021 by majority vote of the Board of Directors and on June 08, 2021 by the vote of the stockholders owning or representing at least majority of the outstanding capital stock, and certified under oath by the Corporate Secretary and majority of the said Board was approved by the Commission on this date pursuant to the provisions of Section 47 of the Revised Corporation Code of the Philippines, Republic Act No. 11232, which took effect on February 23, 2019, and copies thereof are filed with the Commission.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Pasay City, Metro Manila, Philippines, this 2nd day of November, Twenty Twenty One.


DANIEL P. GABUYO
Assistant Director
SO Order 1488 Series of 2018

BA/qba

COVER SHEET

P W - 2 7 7

S. E. C. Registration Number

S A N

M I G U E L

C O R P O R A T I O N

(Company's Full Name)

N O . 4 0 S A N M I G U E L A V E

M A N D A L U Y O N G C I T Y

M E T R O M A N I L A

P H I L I P P I N E S

(Business Address: No. Street City/Town/Province)

Atty. Mary Rose S. Tan

Contact Person

(632) 632-3000

Company Telephone Number

SEC FORM

1 2

Month

3 1

Day

Amended By-Laws

FORM TYPE

2nd Tuesday of June

Month

Day

Annual Meeting

Secondary License Type, If Applicable

Dept. Requiring this Doc.

Amended Articles Number/Section

Total No. of Stockholders

Total Amount of Borrowings

Domestic

Foreign

To be accomplished by SEC Personnel concerned

File Number

LCU

Document I. D.

Cashier

STAMPS

Remarks = pls. Use black ink for scanning purposes

AMENDED
BY LAWS
OF

SAN MIGUEL CORPORATION

ARTICLE I

SHARES

Section 1. The certificates of stock shall be in such form and design as may be determined by the Board of Directors. Every certificate shall bear the signature or the facsimile of the signature of the Chairman of the Board, or the President and the Chief Executive Officer of the Corporation and shall bear the countersignature or the facsimile of the countersignature of the Secretary or the Assistant Secretary and sealed with the Corporate Seal. (As amended on 18 April 1995, and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 2. Shares may be transferred, sold, ceded, or pledged by written endorsement on the back of the certificate and delivery thereof, but such transfer shall not be valid and effective, except as between the parties, until the same is entered in the stock and transfer books of the Corporation. The old certificate must be surrendered for cancellation before a new certificate may be issued.

Section 3. All certificates presented for transfer to the Secretary must be stamped "Cancelled" on the face thereof together with the date of cancellation. (As amended 18 April 1995).

Section 4. New certificates of stock in lieu of those lost, stolen or destroyed shall be issued in accordance with Republic Act No. 201 or any amendment thereto. (As amended on 16 July 1979).

Section 5. No certificates of stock shall be issued evidencing ownership of a fractional part of a share. (As amended on July 16, 1979).

ARTICLE II

MEETINGS OF STOCKHOLDERS

Section 1. The meeting of stockholders shall be regular and special, and shall be held at the office of the Corporation or at any place in Metro Manila or any other place as may be allowed by law, as designated by the Board of Directors. The regular meeting of stockholders shall be held at 2:00 P.M. on the second Tuesday of June of each year for the purpose of electing directors and for the transaction of such business as may properly come before the meeting. If the day fixed for the regular meeting falls on a legal holiday, such meetings shall be held at the same time on the second Thursday of June. The Board of Directors may, for good cause, postpone the regular meeting to a reasonable date. (As amended on 16 July 1976, 25 April 1983, 10 May 1986, on May 17, 2005 and *as further amended by the Board of Directors on 14 March 2011 and by the Stockholders on 7 June 2011*).

Special meetings may be called by the Chairman of the Board of Directors, or in his absence, by the Vice Chairman of the Board of Directors, or the President and Chief Executive Officer. They may also be called by the Board of Directors, or at the written

request of stockholders representing a majority of the subscribed capital stock entitled to vote. (As amended on 16 July 1979, as further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 2. The regular meeting of the stockholders may be held without prior notice. Notices for special meetings of stockholders may be sent by the Secretary by personal delivery or by mailing the notice at least ten (10) days prior to the date of the meeting to each stockholder of record at his last known post office address or by publishing the notice in a newspaper of national circulation at least ten (10) days prior to the date of the meeting. The notice shall state the place, date and hour of the meeting, and the purpose or purposes for which the meeting is called. Only matters stated in the notice can be the subject of motion or discussions at the meeting. Notice of special meetings may be waived in writing by any shareholder, in person or by proxy, before or after the meeting. (As amended on 16 July 1979).

When the meeting of stockholders is adjourned to another time or place, it shall not be necessary to give any notice of the adjourned meeting if the time and place to which the meeting is adjourned are announced at the meeting at which the adjournment is taken. At the reconvened meeting, any business may be transacted that might have been transacted on the original date of the meeting. (As amended on 16 July 1979).

Section 3. Unless otherwise provided by law, in all regular or special meetings of stockholders, a majority of the subscribed capital stock entitled to vote must be present or represented in order to constitute a quorum. (As amended on 16 July 1979).

Section 4. The stockholders may delegate in writing their right to vote and unless otherwise expressed, such delegation or proxy shall be valid only for the meeting at which it has been presented to the Secretary. All proxies must be in the hands of the Secretary of the Corporation not later than ten (10) working days before the time set for the meeting. (As amended on 16 July 1979).

Section 5. For the purpose of determining the stockholders entitled to notice of, or to vote, at, any meeting of stockholders or any adjournment thereof, or of determining which stockholders are entitled to receive payment of any dividend, or of making any other proper determination of stockholders, the Board of Directors may provide that the stock transfer books be closed for a stated period, but not to exceed, in any case, twenty (20) working days. If the stock transfer books be closed for the purpose of determining stockholders entitled to notice of, or to vote at, a meeting of stockholders, such closure of books shall in no case be earlier than forty-five (45) working days nor later than ten (10) working days prior to the date of such meeting. In lieu of closing the stock transfer books, the Board of Directors may fix in advance a date as the record date for any such determination of stockholders. Such date shall in no case be more than forty-five (45) working days nor less than ten (10) working days prior to the date on which the particular action requiring such determination of stockholders is to be taken, except in instances where applicable rules and regulations provide otherwise. (As amended on 16 July 1979, 25 April 1983 and further amended on 21 April 1998).

ARTICLE III

BOARD OF DIRECTORS

Section 1. The corporate powers, business and property of the Corporation shall be exercised, conducted and controlled by the Board of fifteen (15) Directors elected annually at the regular meeting of the stockholders and by officers elected by said Board. (As amended on 25 April 1983).

Section 1-A. Independent Directors

(a) Two (2) of the fifteen (15) directors provided in Section 1, above shall be independent directors. For this purpose, an independent director shall mean a person other than an officer or employee of the Corporation, its parent or subsidiaries, or any other individual having a relationship with the Corporation, which would interfere with the exercise of independent judgment in carrying out the responsibilities of a director.

(b) The conduct of the election of independent directors shall be in accordance with the standard election procedures for regular directors as provided by these By-laws.

(c) It shall be the responsibility of the Chairman of the meeting to inform all stockholders in attendance of the mandatory requirement of electing independent directors.

(d) Specific slots for independent directors shall not be filled up by unqualified nominees.

(e) In case of failure of election for independent directors, a separate election shall be called to fill up the vacancy. *(As amended on May 17, 2005)*

Section 2. Any stockholder having at least five thousand shares registered in his name may be elected Director, provided, however, that no person shall qualify or be eligible for nomination or election to the Board of Directors if he is engaged in any business which competes with or is antagonistic to that of the Corporation. Without limiting the generality of the foregoing, a person shall be deemed to be so engaged:

(a) If he is an officer, manager or controlling person of, or the owner (either of record or beneficially) of 10% or more of any outstanding class of shares of, any corporation (other than one in which the corporation owns at least 30% of the capital stock) engaged in a business which the Board, by at least three-fourths vote, determines to be competitive or antagonistic to that of the Corporation; or,

(b) If he is an officer, manager or controlling person of, or the owner (either of record or beneficially) of 10% or more of any outstanding class of shares of, any other corporation or entity engaged in any line of business of the Corporation, when in the judgment of the Board, by at least three-fourths vote, the laws against combinations in restraint of trade shall be violated by such person's membership in the Board of Directors; or,

(c) If the Board, in the exercise of its judgment in good faith, determine by at least three-fourths vote that he is the nominee of any person set forth in (a) or (b).

In determining whether or not a person is a controlling person, beneficial owner, or the nominee of another, the Board may take into account such factors as business and family relationship.

For the proper implementation of this provision, all nominations for the election of directors by the stockholders shall be submitted in writing to the Board of Directors through the Corporate Secretary on or before January 20 or at such earlier or later date that the Board of Directors may fix. (As amended on 28 January 1997 and 15 April 1997 by the Board and Stockholders, respectively.)

Section 3. A Director shall be qualified to hold office only upon pledging the 5,000 shares registered in his name to the Corporation to answer for his conduct. If the office of any Director becomes or is vacant by reason of death, resignation, failure to qualify, disqualification, or otherwise except by removal, the remaining Directors, by a majority vote, when constituting a quorum, may elect from among the stockholders duly qualified in accordance with the preceding section, a successor who shall hold office for the unexpired term until his successor is duly elected and qualified. (As amended on 16 July 1979.).

Section 4. A director may, at any time, submit his written resignation which shall be effective as of the date of its acceptance by the Board of Directors.

Section 5. There shall be twelve (12) regular meetings of the Board of Directors per year to be held at periodic intervals on such dates and at such places as may be determined by the Board of Directors at its organizational meeting. (As amended on 16 July 1979).

Special meetings of the Board of Directors may be called at the instance of the Chairman of the Board, the President and Chief Executive Officer, or upon the written request of a majority of all members of the Board and shall be held at the principal office of the Corporation or at such other place as may be designated in the notice. (As amended on 16 July 1979, as further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 6. No notice shall be required for the regular meetings of the Board. Notice of special meetings, stating the purpose for which it is being called, shall be transmitted to each director either by telephone, telex, telegram, or by written or oral message, at least twenty-four (24) hours previous to the time fixed for the meeting. (As amended on 16 July 1979).

Section 7. A majority of the Directors shall constitute a quorum for the transaction of business. Unless otherwise provided by law or these by laws, all business acted upon by a majority of such quorum shall be valid as a corporate act.

Section 8. Notwithstanding the general powers in Section 1 and all the powers granted by these by-laws and by law, it is hereby expressly declared that the Board of Directors shall have the following powers:

- a) To purchase or otherwise acquire in any lawful manner, for and in the name of the corporation, any and all properties, rights, interests or privileges whatsoever deemed necessary or convenient for the Corporation's business, at such price and subject to such terms and conditions as it may deem proper or convenient. (As amended on 16 July 1979).
- b) To invest the funds of the Corporation in any other corporation or business or for any purpose other than those for which it was organized, whenever in its judgment, its interest would thereby be promoted, subject to such stockholder approval or authorization as may be necessary under the law. (As amended on 16 July 1979).
- c) To sell, lease, exchange, assign, transfer or otherwise dispose of any property, real or personal, belonging to the Corporation whenever in its judgment, its interests would thereby be promoted. (As amended on 16 July 1979).
- d) To incur such indebtedness as it may deem necessary, subject to such stockholder approval or authorization as may be required by law and, for such purpose, to make and issue evidence of such indebtedness including without limitation, notes, deeds of trust, instruments or securities and/or to mortgage or otherwise encumber all or part of the properties and rights of the Corporation. (As amended on 16 July 1979).
- e) Upon recommendation of the Chairman of the Board or the President and Chief Executive Officer and in accordance with the applicable provisions of these by-laws, to determine and prescribe the qualifications, duties, terms of office, compensation, remuneration, incentives and other benefits of officers and/or employees. Pursuant thereto, to appoint or elect or enter into contracts with such officers and/or employees, under such terms and conditions as the Board may determine to be in the best interests of the Corporation. (As amended on 25 April 1983, as further

amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021.)

- f) Upon recommendation of the President and Chief Executive Officer, to create other offices it may deem necessary and determine how such officers will be filled. (As amended on 16 July 1979, as further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).
- g) With regard to shares issued in total or partial payment of debts contracted by the Corporation, for whatsoever properties it may have acquired or in payment of services rendered to the Corporation, to impose such conditions regarding the transfer of said shares as it may deemed convenient, subject, however, to the limitation fixed by law.
- h) To prosecute, maintain, defend, compromise, or abandon any law suit in which the Corporation or its officers are either plaintiffs or defendants in connection with the business of the Corporation, and to settle all claims for or against the Corporation on such terms and conditions as it may deem fit.
- i) To determine whether any, and if any, what part of the surplus profits of the Corporation arising from its business or retained earnings available for declaration as dividends, shall be declared as dividends, subject to the provisions of law. (As amended on 16 July 1979).
- j) To create, by a resolution passed by a majority of all members of the Board, an Executive Committee of seven (7) members, five of whom shall be directors, which shall include the Chairman of the Board, the Vice Chairman of the Board and the President and Chief Executive Officer. (As amended 16 July 1979 and further amended on 25 April 1983,

10 April 1984, and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

The Executive Committee, when the Board is not in session, shall have and may exercise the powers of the Board in the management of the business and affairs of the Corporation except those powers granted under Sections 8 (l), (m) and (n) herein or as specifically limited by law or by the Board. The Board shall have the power at any time to remove and replace the members of, and fill vacancies in, the Executive Committee. (As amended on 25 April 1983 and further amended on 25 June 1987).

- k) To create, by resolution passed by a majority of all members of the Board, one or more standing or special committees of directors including a Compensation Committee, with such powers and duties as may be specified in the enabling resolution. (As amended on 16 July 1979 and further amended on 25 April 1983).
- l) To appoint any corporation, association, partnership, or entity duly organized and registered in accordance with the laws of the Republic of the Philippines as general managers or management consultants or technical consultants, under such terms and conditions and for such compensation as the Board may determine. (As amended on 16 July 1979).
- m) To guarantee, for and on behalf of the Corporation, obligations of the other corporations in which it has lawful interest. (As amended on 16 July 1979).
- n) To appoint trustees who for the benefit of the Corporation, may receive and retain such properties as may belong to the Corporation or in which it has interest, and to execute such deeds and performs such acts as may be necessary to transfer the ownership of said properties to its trustees.

- o) To enter into any transaction, obligation or contract and perform such acts and execute such deeds as it may deem essential for the proper administration of the Corporation's property, business and affairs or the accomplishment of any of the purposes of which the Corporation was organized. (As amended on 16 July 1979).
- p) To assure every officer and employee of the corporation, the free exercise and enjoyment of their political beliefs without discrimination or preference, to the extent allowed by law, and to ensure that the Corporation shall not engage in partisan political activities. (As amended on 14 April 1986).
- q) To select the external audit. (As amended on 25 June 1987).

Section 9. A majority of the Directors shall constitute a quorum for the transaction of business. In the following transactions, the affirmative vote of at least two thirds (2/3) of such quorum of the Board of Directors shall be necessary for a valid corporate act;

- a) Contracts between the corporation and one or more of its directors or officers or their affiliates provided further that: (a) the presence of such director in the board meeting in which the said contracts were approved shall not be considered for determining a quorum for such meeting; (2) that such director shall not vote for the approval of the contract; (3) that the contract is fair and reasonable under the circumstances; and (4) that full disclosure of the interest of the director, officer and/or affiliate involved, must be made at such meeting or if the interest is acquired subsequently, at the first meeting thereafter. (As amended on June 25 1987).

An affiliate for purposes of these By-laws shall refer to an entity linked directly or indirectly to said directors or officers by means of their ownership, control or power to vote ten percent (10%) or more of the outstanding capital stock thereof. (As amended on 25 June 1987).

b) Management Contracts. (As amended on 25 June 1987).

c) The appointment or contracting or any buying or selling agent whose compensation or commission is at least 50% of the Corporation's respective total purchases or sales for the immediately preceding fiscal year; or the appointment or contracting of any person, whether natural or juridical, as contractor, consultant, trustee or in any other capacity, whose compensation or commission is at least 5% of the Corporation's total expenditure for that particular expense item or items. (As amended on 25 June 1987).

Section 10. As compensation, the Board of Directors shall receive no more than two percent (2%) of the profits obtained during the year after deducting therefrom general expenses, remuneration to officers and employees, depreciation on buildings, machineries, transportation units, furniture and other properties. Such compensation shall be apportioned among the directors in such manner as the Board, duly assembled as a board, may deem proper. (As amended on 16 July 1979).

Section 11. The Board of Directors shall be fully informed of the status and performance of all corporate investments both in the Philippines and elsewhere. (As amended on 25 June 1987).

ARTICLE IV**OFFICERS OF THE CORPORATION**

Section 1. The officers of the Corporation shall be composed of the Chairman of the Board of Directors, the President and Chief Executive Officer, the Vice Chairman of the Board of Directors, the Senior Executive Vice President(s), the Executive Vice President(s), the Senior Vice President(s), the Vice President(s), the Treasurer, the Comptroller, the Senior Assistant Vice President(s), the Assistant Vice President(s), the Assistant Treasurer(s), the Assistant Comptroller(s), the Secretary and the Assistant Secretary(ies). Any two or more offices may be held by the same person except for the offices of Chairman of the Board or President and Chief Executive Officer and Treasurer or Secretary.

The Directors elected in the regular stockholders' meeting shall immediately or within a reasonable time thereafter, hold a meeting wherein they shall elect by vote of a majority of all the members of the Board, the Chairman of the Board, the President and Chief Executive Officer, the Vice Chairman. At said meeting, the Board shall likewise elect, appoint or reappoint, subject to the terms of such contracts as may have been entered into by the Board of Directors with the officer concerned, the Senior Executive President(s), the Executive Vice President(s), the Treasurer, the Comptroller, the Secretary, the Senior Vice President(s), the Vice President(s), the Senior Assistant Vice President(s) and the Assistant Vice President(s), all of whom need not be directors of the Corporation. (As amended 31 March 1982, 26 April 1983, 10 April 1984 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

In electing, appointing or entering into contracts with the officers, the Board shall seek to establish, maintain, promote and foster the continuous development of a competent, professional, loyal and honest officer corps, for the efficient, stable and proper transaction of the corporate business and affairs of the Corporation. (As amended on 25 April 1983).

Section 2. The Board may confer the honorary title of Chairman Emeritus upon any person who has rendered exemplary and unselfish service to the Corporation and who shall have served as Chairman of the Board of the Corporation for at least ten (10) years. The Chairman Emeritus may participate, without voting therein, in any and all meetings and deliberations of the Board of Directors. (Aa amended on 16 July 1979).

Section 3. The Chairman of the Board of Directors shall preside at meetings of the Board of Directors and of the stockholders and shall perform such other duties, responsibilities and functions as the Board of Directors may, from time to time, assign and as contained in the Manual of Corporate Governance of the Corporation and other equivalent constitutive documents.

The Chairman of the Board may assign the exercise or performance of his powers, duties and functions to any other officer(s), subject always to his supervision and control. (As amended on 16 July 1979, 10 April 1984 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

The Chairman of the Board shall not hold said position unless he pledges, two thousand shares to the Corporation as a guarantee for his conduct. (As amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section. 4. The Vice Chairman shall preside at meetings of the directors and of the stockholders in the absence of the Chairman of the Board. The Vice Chairman shall exercise such powers and perform such duties and functions as the Board of Directors may, from time to time, assign. (As amended on 31 March 1982, 10 April 1984 and further amended by the Board on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 5, The President shall be the Chief Executive Officer of the Corporation and shall have general supervision and direction, administration and management of the business affairs of the Corporation. He shall have the following specific powers and duties:

- (a) To establish general administrative and operating policies.
- (b) To initiate and develop programs for management training and development, as well as executive compensation plans.
- (c) Unless otherwise determined by the Board of Directors, to attend and to act and vote in person or by proxy, for and behalf of the Corporation, at any meeting of shareholders or any corporation in which the Corporation may hold stock and at any such meeting, to exercise any and all the rights and powers incident to the ownership of such stock which the owner thereof might possess or exercise if present. (As amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).
- (d) To recommend specific projects for the accomplishment of corporate objectives and policies for the approval of the Chairman and Chief Executive Officer and the Board of Directors. (As amended on 16 July 1979).

- (e) To implement the program for management training and development as defined by, and under the control of, the President and Chief Executive Officer. (As amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).
- (f) To insure that the administrative and operating policies are carried out under the direction and control of the President and Chief Executive Officer. (As amended on 16 July 1979, and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).
- (g) To appoint, remove or suspend any and all employees and other subordinate personnel of the Corporation, prescribe their duties, determine their salaries and, when necessary, require bonds in such amounts as he may determine, to secure the faithful discharge by said employees of their official trust, subject to the approval of the Executive Committee.
- (h) To prepare such statements and reports as may be required from time to time by law with respect to corporations organized according to the laws of the Republic of the Philippines.
- (i) To preside at meeting of the directors and stockholders in the absence of the Chairman and the Vice Chairman of the Board. (As amended on 16 July 1979), and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).
- (j) To exercise such powers and perform such duties and functions as may be assigned to him by the Board of Directors. (As amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

The President and Chief Executive Officer may, with the approval of the Board of Directors, assign the exercise or performance of any of the foregoing powers, duties and

functions to any other officer(s). (As amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 6. The Senior Executive Vice President(s), the Executive Vice President(s), the Senior Vice President(s), and the Vice President(s) shall exercise such powers and perform such duties and functions as the President and Chief Executive Officer may, from time to time, assign to them. They shall also perform such other duties as may be required of them by the Board of Directors. (As amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 7. The Treasurer shall have the following powers and duties:

- (a) To keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation.
- (b) To have custody of, and be responsible for, all the funds, securities and bonds of the Corporation. (As amended on 16 July 1979).
- (c) To deposit in the name and to the credit of the Corporation, in such bank or banks as may be designated from time to time by the Board of Directors, all the moneys, funds, securities, bonds and similar valuable effects belonging to the Corporation which may come under his control. (As amended on 26 July 1979).
- (d) To render an annual statement showing the financial condition of the Corporation and such other financial reports as the Board of Directors, the Chairman of the Board or the President and Chief Executive Officer may, from time to time, require. (As amended on 16 July 1979 and

further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

- (e) To prepare, in coordination with the Comptroller, such financial reports, statements, certifications and other documents which may, from time to time, be required by government rules and regulations and to submit the same to the proper government agencies. (As amended on 16 July 1979 and further amended on 25 April 1983).

The Treasurer shall also exercise such powers and perform such duties and functions as may be assigned to him by the President and Chief Executive Officer and the Board of Directors. (As amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

The Treasurer may assign the routine duties of his office to one or more employees of the Corporation with the approval of the President and Chief Executive Officer. He may be required by the Board of Directors or the President and Chief Executive Officer to give bond with sufficient sureties for the faithful performance of his duties. (As amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

The Treasurer may designate, with the approval of the President and Chief Executive Officer, the Assistant Treasure(s) to perform, at his request or in his absence or disability, all or any of his duties and functions. The Assistant Treasurer(s), when acting under such a designation, may exercise all the powers of, and shall be subject to all the restrictions imposed upon the Treasurer. The Assistant Treasurer(s) shall exercise such other powers and shall perform such other duties and functions as may, from time to time, be assigned to him (them) by the President and Chief Executive

Officer. (As amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

The Treasurer shall receive at the end of every year such remuneration as the Board of Directors may assign to him, taking into account the work performed by him and the earnings of the year.

Section 8. The Comptroller shall be the accounting officer of the Corporation. He shall prepare, in coordination with the Treasurer, such financial reports, statements, certifications and other documents which may, from time to time, be required by the Board of Directors, or the President and Chief Executive Officer, or by government rules and regulations. He shall maintain adequate records of all assets, liabilities and transactions of the Corporation; see that adequate audits thereof are currently and regularly made; and, in conjunction with other officers, initiate and enforce measures and procedures which ensures that the business of the Corporation is conducted with maximum safety, efficiency and economy. He shall exercise such powers and perform such other duties and functions as may, from time to time, be assigned to him by the President and Chief Executive Officer, the Senior Executive Vice President and/or the Executive Vice Presidents. (As amended on 16 July 1979 and further amended on 25 April 1983 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 9. The Secretary, who must be a citizen and resident of the Philippines, shall have the following duties and functions:

- (a) To record the minutes of all meetings of the Board of Directors, the Executive Committee, the stockholders, and the special and standing committees of the Board, to maintain separate minute books in the form and manner required by law at the principal office of the Corporation. (As amended on 25 April 1983).
- (b) To give, or cause to be given, all notices required by law or by the By-laws of the Corporation, as well as notices required of meetings of the Directors and of the stockholders. (As amended on 16 July 1979).
- (c) To keep records indicating the details required by law with respect to the certification of stock of the Corporation, including ledgers and stock transfer books showing all shares issued and transferred and the date of each issuance and transfer. (As amended on 16 July 1979).
- (d) To fill and countersign all certificates of stock issued and to make the corresponding annotations on the margins or stubs of such certificates upon their issuance. (As amended on 16 July 1979).
- (e) To take note of all stock transfer and cancellations, and keep in alphabetical or numerical order all certificates of stocks so transferred as well as the names of stockholders, their addresses and the number of shares owned by each, keeping up to date all the addresses of the stockholders.
- (f) To prepare the various reports, statements, certifications and other documents which may, from time to time be required by government rules and regulations, except those required to be made by the Treasurer, and to submit the same to the proper government agencies. (As amended on 16 July 1979).
- (g) To keep and affix the corporate seal to all papers and documents requiring a seal, and to attest by his signature all corporate documents requiring the same. (As amended on 16 July 1979).

(h) To pass upon the form and the manner of voting of proxies, the acceptability and validity of their issuance and use, and to decide all contests and returns relating to the election of the members of the Board of Directors. (As amended on 25 April 1983).

The Secretary shall perform such other duties and functions as may, from time to time, be assigned to him by the Board of Directors, the Chairman of the Board and the President and Chief Executive Officer. *(As amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).*

The Secretary may designate, with the approval of the Chairman of the Board or the President and Chief Executive Officer, the Assistant Secretary(ies) to perform at his request in his absence or disability, all or any of his duties and functions. The Assistant Secretary(ies) shall perform such other duties and functions as may, from time to time, be assigned to him (them) by the Chairman of the Board or the President and Chief Executive Officer. (As amended on 16 July 1979 *and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).*

Section 10. Subject to the terms of such contracts as may have been entered into by the Board of Directors, the terms of office of all officers shall be coterminous with that of the Board of Directors that elects or appoints them unless such officers are sooner terminated or removed for cause. (As amended on 16 July 1979 and further amended on 25 April 1983).

Section 11. If the office of the Chairman of the Board becomes vacant by reason of death, resignation, failure to qualify, disqualification or for any other cause, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

(as amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

Section 12. The Chairman of the Board shall receive such compensation, remuneration incentives and other benefits as the Board of Directors may determine. (As amended on 25 April 1983 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

All other officers shall receive such compensation, remuneration, incentives and other benefits as the Board of Directors may determine upon recommendation of the President and Chief Executive Officer. (As amended on 16 July 1979, 25 April 1983 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

ARTICLE V

Section 1. The following acts shall require the vote of stockholders owning at least 2/3 of the outstanding capital stock.

(a) Deleted. (As amended on 12 November 1998).

(b) Deleted. (As amended on 20 April 1994).

(c) Management contracts where (a) a stockholder or stockholders representing the same interest of both the managing and the managed corporation own and control more than one third (1/3) of the total outstanding capital stock entitled to vote of the managing corporation or (b) where a majority of the members of the Board of Directors of the managing corporation also constitute a majority of the Board of Directors of the managed corporation. (As amended on 25 June 1987).

- (d) Deleted. (As amended on 12 November 1998).

ARTICLE VI

INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 1. The Corporation shall indemnify every director, officer or member of the Board, his heirs, executors and administrators against all costs and expenses reasonably incurred by such person in connection with any civil, criminal, administrative or investigative action, suit or proceeding to which he may be, or is made a party by reason of his being or having been a director, officer or member of the Board of the Corporation, except in relation to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for negligence or misconduct.

In the event of a settlement or compromise indemnification shall be provided only in connection with such matters covered by the settlement as to which the Corporation is advised by counsel that the person to be indemnified did not commit such a breach of duty.

The costs and expenses incurred in defending the aforementioned action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or, proceeding as authorized in the manner provided for in the preceding paragraph upon receipt of an undertaking by or on behalf of the director, officer or member of the Board to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the Corporation as authorized in this Article. (As

amended on 16 July 1979 and further amended by the Board of Directors on April 15, 2021 and by the Stockholders on June 8, 2021).

ARTICLE VII

OFFICES

Section 1. The principal office of the Corporation shall be located in Metro Manila, Philippines. The Corporation may have such other branch offices, either within or outside Metro Manila, as the Board of Directors may designate or as the business of the Corporation may, from time to time, require. (As amended on 16 July 1979 and further amended on 25 April 1983).

ARTICLE VIII

AUDIT OF BOOKS, FISCAL YEAR

Section 1. At the regular stockholders' meeting the external auditor or auditors of the Corporation for the ensuing year shall be appointed. The external auditor or auditors shall examine, verify and report on the earnings and expenses of the Corporation and shall certify the annual balance sheets. Such audits shall be made at least once a year. The remuneration of the external audit or auditors shall be determined by the Board of Directors. (As amended on 16 July 1979).

Section 2. The fiscal year of the Corporation shall begin on the first day of January and end on the 31st day of December of each year.

ARTICLE IX

AMENDMENTS

Section 1. These By-laws may be amended or repeated by the vote of the stockholders representing the majority of capital stock at any stockholders meeting called for the purpose. (As amended on 16 July 1979 and further amended on 25 June 1987).

ARTICLE X

SUBSCRIPTION TO THE CAPITAL STOCK OF THE CORPORATION

Section 1. Subscription to the capital stock of the Corporation shall not earn interest.

ARTICLE XI

SEAL

Section 1. The seal of the Corporation shall carry its name and the words "Incorporated 1913".