

METRO GLOBAL HOLDINGS CORPORATION
2024 ANNUAL STOCKHOLDERS' MEETING
July 25, 2024 at 10:00 am

Requirements and Procedure for Registration, Participation and Voting in Absentia

Metro Global Holdings Corporation (MGHC or the Company) will be conducting its Annual Stockholder Meeting (Annual Meeting) scheduled on July 25, 2024 at 10:00 AM virtually. There will be no physical venue for the Annual Meeting.

Only stockholders of record as of June 26, 2024 are entitled to participate and vote in the Annual Meeting.

I. Registration and Participation/Attendance Procedure:

1. The platform for participation through webcast/ video conferencing (Remote Communication) for the Annual Meeting is via Zoom;
2. Only stockholders of record as of June 26, 2024 and who have complied with the registration and validation process as outlined in this document may participate and vote in absentia in the Annual Meeting.
3. Stockholders who intend to participate in the Annual Meeting may register by filling up the form that can be found at <https://metroglobalholdings.com/asmregister/>. Online registration will be open from June 26, 2024 at 9:00 A.M. to July 18, 2024 at 5:00 P.M.
4. Stockholders should complete the online registration and submit/ upload the following for validation:
 - a. For individual stockholders:
 - i. Scanned copy of any valid government-issued ID showing stockholder's personal details and photo;
 - ii. Active contact number, either landline or mobile.
 - b. For stockholders with joint account:
 - i. Scanned copy of authorization letter signed by other stockholders indicating the person among them authorized to participate and/or vote in the Annual Meeting;
 - ii. Documents required under items 1.a (i) and (ii) for the authorized stockholder:
 - c. For individual stockholders under PCD or a Brokers Account or "Scripless Shares":
 - i. Broker's certification on the stockholder's number of shareholdings (in PDF format). To facilitate the verification of your account, please copy MGHC (gtreyes@pbrlaw.com.ph) and its stock transfer agent, BDO Transfer (BDOST) (bdo-stock-transfer@bdo.com.ph) in all your email correspondence with your broker for the request for certification;
 - ii. Documents required under items 1.a (i) and (ii).
 - d. For corporate stockholders:
 - i. Duly accomplished and signed proxy
 - ii. Secretary's Certificate attesting to the authority of the person signing the proxy representative to participate and / or vote in the Annual Meeting;

- iii. Documents required under items 1.a (i) and (ii) for the authorized representative;
 - iv. Valid and active email address and contact number of the representative
 - v. Scanned copy of the valid government-issued ID of the person signing the proxy
5. Please note that MGHC will request for your consent to process your personal information in accordance with the Data Privacy Act.
6. The Company's Corporate Secretary and its stock transfer agent, BDOST, will validate the registration requirements submitted by the stockholders. Incomplete or inconsistent information provided in the registration form will result to a rejection of the registration.
7. Upon successful registration and validation of the registration and documents submitted, the stockholder will receive an email confirmation with unique log in credentials which can be used to log in and participate in the Annual Meeting on July 25, 2024 at 10:00 A.M.
8. Only those stockholders who have successfully registered following the procedure above and stockholders who have voted by providing their executed Proxy Form shall be included for purposes of determining the existence of a quorum.
9. MGHC reserves the right to request for additional information, and the submission of the originally signed copies of the documents forming part of the registration requirements at a later time.
10. For the Question and Answer portion during the 2024 ASM, stockholders may send their questions related to the agenda by email to investor-relations@metroglobalholdings.com. While MGHC will accept questions during the virtual meeting sent via email, we encourage everyone to send their questions related to the agenda on or before July 24, 2024, 5:00 P.M. Please note that due to time and technological limitations, only relevant questions will be answered during the Annual Meeting. MGHC will endeavor to answer all other questions via e-mail at a later time.
11. As required by the Securities and Exchange Commission, the proceedings during the Annual Meeting will be recorded. A link to the recorded virtual website will be made available on MGHC's website after the meeting.

II. Voting Procedure:

Stockholders may vote during the Annual Meeting either (1) by Proxy or (2) by voting in absentia through our Digital Ballot/ Online Stockholder Voting System.

1. Voting by Proxy:
 - a. Download and fill up the Proxy Form at <https://www.metroglobalholdings.com>. The Chairman, or in his absence, the Vice-Chairman, the Chief Financial Officer or the Corporate Secretary is authorized to cast the votes pursuant to the instructions in the Proxy Form.
 - b. Send a scanned copy of the executed proxy Form by email to investor-relations@metroglobalholdings.com not later than July 18, 2024. The hard copy of the signed Proxy Form should be delivered to: The Corporate Secretary, Poblador, Bautista, Reyes Law Offices, , 5th Floor, SEDCCO I Building, 120 Rada Street, Legaspi Village, Makati City
2. Voting in absentia through the Digital Ballot/ Online Stockholder Voting System:
 - a. Follow the Registration and Participation/Attendance Procedure set forth above.

- b. Signify your intention to vote in absentia through the online form not later than July 18, 2024.
- c. Upon validation, the Company will send an email to the stockholder containing the link for the Digital Ballot/ Online Stockholder Voting System and the instructions for casting online votes. Registered stockholders shall have until 5:00 PM of July 24, 2024 to cast their votes.
- d. All agenda items indicated in the Notice of Meeting will be included in the Digital Ballot and the registered stockholder may vote as follows:
 - i. For items other than For items other than election of the Directors, the stockholder may vote: “For”, “Against”, or “Abstain”. The vote shall be considered as cast for all the stockholder’s shares.
 - ii. For the election of Directors, the stockholder may vote for vote such number of shares for as many persons as there are directors to be elected or he may cumulate said shares and give one candidate as many votes as the number of directors to be elected multiplied by the number of his shares owned, or he 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 as shown in the books of the Company multiplied by the number of directors to be elected.
- e. Once voting is completed in the Digital Ballot/ Online Stockholder Voting System, the stockholder shall proceed to click on the “Submit” button which shall complete the process. Once submitted, the stockholder may no longer change the votes cast. MGHC’s Office of the Corporate Secretary shall tabulate all votes cast in absentia together with the votes cast by proxy. The votes cast in absentia will have equal effect as votes cast by proxy.

For any questions or clarification, you may contact us through gtreyes@pbrlaw.com.ph or our stock transfer agent, BDO Stock Transfer, through their telephone number 88784964.