

---

**Minutes of the Annual Stockholders' Meeting of  
CARITAS FINANCIAL PLANS, INC.  
Held on 25 May 2022 at the 4<sup>th</sup> Floor, Caritas Corporate Centre,  
97 E. Rodriguez Sr. Avenue, Quezon City**

---

**I. CALL TO ORDER**

The stockholders' meeting was called to order by the Chairman and Presiding Officer, Atty. Domingo M. Navarro at 1:01 p.m., 25 May 2022 held at the 4<sup>th</sup> Floor, Board Room, Caritas Corporate Centre, 97 E. Rodriguez Sr. Ave., Quezon City. The Corporate Secretary recorded the minutes of the meeting.

**II. APPROVAL OF THE GUIDELINES ON THE CONDUCT OF ANNUAL STOCKHOLDERS' MEETINGS BY REMOTE COMMUNICATION**

Upon motion made and seconded, the body approved the *Guidelines on the Conduct of Annual Stockholders' Meetings by Remote Communication*, which is based on the SEC guidelines allowing on-line meetings. Copies of said guidelines were sent to all stockholders of record. The guidelines provide the procedures in verifying attendance, especially of participants joining on-line. Henceforth, on-line participants were required to state individually their name, location, gadget used, and to confirm receipt of notice of meeting and related materials, and whether or not they could clearly see and hear other participants.

**III. REPORT ON ATTENDANCE & QUORUM**

The Corporate Secretary certified that the stockholders of record, in person or by proxy, representing the majority of the outstanding capital stock are present. Accordingly, the Presiding Officer declared the presence of a quorum.

**IV. REVIEW AND APPROVAL OF THE MINUTES OF THE PREVIOUS STOCKHOLDERS' MEETING**

After a review of the minutes of the stockholders' meeting of 16 March 2021, the body, upon motion made and duly seconded, approved the same without any correction.

## **V. MANAGEMENT REPORTS:**

1. **BUSINESS REPORTS.** Mr. Marlon B. Suriaga, *AVP - Business Services*, presented the company's production (*Initial Cash Brought In [ICBI], Number of Plans [NOP]*, and subsequent collection) and manpower reports. He also outlined the company's sales and marketing programs and events lined up for 2022.

2. **FINANCIAL REPORTS.** Ms. Adelia U. Dela Peña, *VP - Comptroller*, presented the *Statements of Comprehensive Income* and *Statements of Financial Position* for the period ended 31 March 2022:

3. **TREASURER'S REPORT.** Mr. Arnel S. Roxas, *AVP - Investment Management*, presented the following reports as of February 2021:

- a. Portfolio Mix of Trust Fund Investments;
- b. Movement of Trust Fund Investments;
- c. Breakdown of Investment Income/Loss; and
- d. Comparative Yield of Trust Fund Investments.

## **VI. RATIFICATION OF THE ACTS OF THE BOARD OF DIRECTORS**

Upon motion made and seconded, the body passed and approved the resolution ratifying, and confirming all the acts of the Board of Directors and the Executive Committee during the period that passed since the last stockholders' meeting.

## **VII. ELECTION OF THE MEMBERS OF THE BOARD OF DIRECTORS FOR THE ENSUING YEAR**

The Presiding Officer opened the floor for nomination and election of the 15-member Board of Directors who will serve for the ensuing year until their successors would have been duly elected and qualified.

The following were nominated:

1. CEREZO, FREMAN M.
2. CO, LOURDES ANNE D.
3. COLLADO, RONNIE U.
4. CRISOSTOMO, JAY D.
5. DE ASIS, EDGAR C.
6. DIAZ, RAFAEL
7. DOMINGO, LYDIA K.
8. ESCALONA, ANA MARIA K.
9. ISIDRO, MARICHELLE A.
10. KATIPUNAN, MARIANO, JR., T.
11. NAVARRO, DOMINGO M.

12. RODRIGO, RODRIGO C.
13. SORIANO, EDNA M.
14. VISAYA, AMELIA O.
15. YULDE, JEFFREY K.

There being no further nominations and, upon motion made and duly seconded, and without any objection, the Presiding Officer declared the nomination closed. There being only 15 nominees, the Corporate Secretary was instructed to distribute equally the available qualified votes to the said nominees who were therefore deemed elected as members of the Board of Directors for the ensuing year until their successors would have been duly elected and qualified.

#### VIII. EXTERNAL AUDITOR

Upon recommendation of management and on motion duly made and seconded, the body approved to engage the services of the auditing firm **REYES TACANDONG & CO.** as the company's external auditor in the preparation of the Financial Statement for the year 2022.

#### IX. ADJOURNMENT

There being no other further business to transact, the meeting was adjourned at 2:03 p.m.

Certified Correct:

**CHARLES B. ESCOLIN**  
Corporate Secretary