

**2025 ANNUAL STOCKHOLDERS MEETING
TARLAC ELECTRIC, INC.
REQUIREMENTS AND PROCEDURE FOR ELECTRONIC VOTING *IN ABSENTIA*
AND PARTICIPATION BY REMOTE COMMUNICATION**

I. REGISTRATION

Tarlac Electric, Inc. (the "TEI") established a designated email address in order to facilitate the registration of and voting *in absentia* by the stockholders at the annual meeting, as provided in the Revised Corporation Code.

- a. Stockholders as of March 31, 2026 may send their registration documents to corpsec@teiph.com. The deadline for registration is June 05, 2026 at 5:00 p.m..
- b. To register, the stockholders are required to provide the following supporting documents:
 - i. For Individual Stockholders:
 1. A scanned copy of the stockholder's valid government-issued ID showing photo, signature and personal details, preferably with residential address (in JPG format). The file size should be no larger than 2MB;
 2. A valid and active e-mail address; and
 3. A valid and active contact number.
 - ii. For Corporate Stockholders
 1. A secretary's certificate attesting to the authority of the representative to vote for, and on behalf of the corporation;
 2. A scanned copy of a valid government-issued ID of the stockholder's representative showing photo, signature and personal details, preferably with residential address (in JPG format). The file size should be no larger than 2MB;
 3. A valid and active e-mail address of the stockholder's representative; and
 4. A valid and active contact number of the stockholder's representative.
- c. After registration, TEI, will conduct the validation process. Upon validation, TEI will send an email to the stockholder, which shall be sent to the email address of the stockholder provided in the registration, containing instructions for voting *in absentia* and remote attendance for the meeting.

II. ELECTRONIC VOTING IN ABSENTIA

- a. Registered stockholders have until June 19, 2026, 11:59 PM (Philippine time) to cast their votes *in absentia* by sending it via email to ballots@teiph.com.
- b. All agenda items indicated in the Notice of Meeting will be set out in the digital ballot and the registered stockholder may vote as follows:
 - i. For items other than the election of directors, the registered stockholder has the option to vote: **For, Against, or Abstain**. The vote is considered cast for all the stockholder's shares.
 - ii. For the election of directors, the registered stockholder has the option to:
 - 1) Distribute his votes equally among all the candidates;
 - 2) Abstain;
 - 3) Cast such number of votes for each nominee as preferred by the stockholder, provided that the total number of votes cast shall not exceed the number of shares owned, multiplied by the number of directors to be elected. Should

the votes cast by the stockholder exceed the number of votes he is entitled to, the votes for each nominee shall be reduced in equal proportion, rounded down to the nearest whole number. Any balance shall be considered abstained.

Once voting on the agenda items is finished, the registered stockholder can proceed to submit the accomplished ballot by sending it to ballots@teiph.com.

The Office of the Corporate Secretary of the Company, will count and tabulate the votes cast *in absentia* together with the votes cast by proxy.

During the meeting, the Corporate Secretary shall report the votes received and inform the stockholders if the particular agenda item is carried or disapproved. The total number of votes cast for each item for approval and/or ratification under the agenda will be shown on the screen.

III. PARTICIPATION BY REMOTE COMMUNICATION

- a. Prior to the meeting, the Company will send email instructions to those stockholders who have successfully registered, which shall be sent to the email address of the stockholder indicated in the registration form, on how they can attend the meeting through remote communication and have access to the livestream of the meeting.
- b. Only those stockholders who successfully registered in the stockholder registration system, together with the stockholders who voted *in absentia* or by proxy, will be included in determining the existence of a quorum.
- c. Stockholders may send any questions and/or comments relating to the agenda on or before June 19, 2026 to corpsec@teiph.com.
- d. Stockholders who register and vote *in absentia* are hereby deemed to have given their consent to the collection, use, storing, disclosure, transfer, sharing and general processing of their personal data by the Company and by any other relevant third party for the purpose of electronic voting *in absentia* for the Annual Stockholders' Meeting and for all other purposes for which the stockholder can cast his/her/its vote as a stockholder of the Company.

For any clarifications, please contact us through corpsec@teiph.com.