

SCHEDULE A

DETAILED INSTRUCTIONS ON PARTICIPATING AND VOTING IN THE 2023 ANNUAL STOCKHOLDERS' MEETING OF SFA SEMICON PHILIPPINES CORPORATION

The 2023 Annual Stockholders' Meeting of SFA Semicon Philippines Corporation ("SSP" or the "Corporation") will be held on **April 28, 2023** (Friday) at **10:00 A.M. by remote communication via livestreaming through Zoom** from SSP's offices in **Panday Pira Ave. corner Creekside Road, Clark Freeport Zone, Pampanga**. Only SSP stockholders as of close of business on **March 17, 2023** (i.e., the record date) are entitled to notice of, to participate, and to vote at the Annual Stockholders' Meeting and any adjournments or postponements.

A. Options to participate and vote

For safety and health reasons due to the continuing threat posed by COVID-19, stockholders may participate **only**—

- (1) **by remote communication via livestreaming** (without prejudice to the attendance at the venue of the meeting of the Chairman of the Meeting, directors, key officers and representatives, and SSP's staff, who may or may not be stockholders, as may be needed in the conduct of the meeting, subject to observance of the required health and safety protocols), OR
- (2) **by proxy** in favor of either (i) the Chairman of the Meeting, or (ii) an officer or director attending at the venue of the meeting and, in the absence of said director or officer, in favor of the Chairman of the Meeting.

Voting shall be by proxy or *in absentia* through emailed ballot, subject to validation procedures.

B. How to participate and vote by proxy

A stockholder who wishes to participate and vote by proxy shall email to SSP a clear scanned copy (in PDF or JPG format, and with file size no larger than 2MB) of his/her/its accomplished proxy form (in the form of **Schedule A-3**) in favor of either (i) the Chairman of the Meeting, or (ii) an officer or director attending at the meeting venue and, in the absence of said director or officer, in favor of the Chairman of the Meeting.

The proxy form, **together with all** the verification documents & information listed in **Schedule A-1**, must be emailed to, and received by, SSP (to the attention of the Corporate Secretary/Assistant Corporate Secretaries) at ssp.ir@sfasemicon.com **no later than 5:00 P.M. of April 14, 2023**.

Proxy form received by SSP after 5:00 P.M. of April 14, 2023, or without the verification documents & information, or otherwise not in accordance with the Notice of the 2023 Annual Stockholders' Meeting ("Notice of Meeting") and this Schedule A, or proxy form which was not validated by the Stock Transfer Agent, shall not be counted.

The proxy form (**Schedule A-3**), may be downloaded from SSP's website (at <http://www.sfasemicon.com.ph/2023-asm.php>).

Please note, however, that the **MANAGEMENT IS NOT SOLICITING YOUR PROXY**.

C. *How to participate by remote communication via livestreaming and vote in absentia through emailed ballot*

A stockholder who wishes to participate by remote communication via livestreaming and/or vote *in absentia* must email to SSP his/her/its intent to do so.

The email must be accompanied by (a) *all* the verification documents & information listed in **Schedule A-1**, and (b) a clear scanned copy (in PDF or JPG format, and with file size no larger than 2MB) of the stockholder's accomplished ballot form (in the form of **Schedule A-2**).

The accomplished ballot form, together with all the verification documents & information, must be emailed to, and received by, SSP (to the attention of the Corporate Secretary/Assistant Corporate Secretaries) at ssp.ir@sfasemicon.com **no later than 5:00 P.M. of April 14, 2023.**

Ballot form received by SSP after 5:00 P.M. of April 14, 2023, or without the verification documents & information, or otherwise not in accordance with the Notice of Meeting and this Schedule A, or ballot form which was not validated by the Stock Transfer Agent, shall not be counted.

The ballot form (**Schedule A-2**), may be downloaded from SSP's website (at <http://www.sfasemicon.com.ph/2023-asm.php>).

The meeting link-- which will enable the stockholders to watch and/or hear the livestream via Zoom-- and other instructions on accessing and participating in the meeting via livestream, will be emailed by SSP at any time from April 24, 2023 to April 25, 2023 to stockholders who emailed their intent to participate by livestream and whose identity has been verified by SSP in accordance with the Notice of Meeting and this **Schedule A**.

Only stockholders who have emailed their intent to participate by livestream together with all the verification documents & information no later than 5:00 P.M. of April 14, 2023 in accordance with the Notice of Meeting and this Schedule A, and whose identity has been verified by SSP, will be emailed the link and instruction to participate in the meeting via livestream. If you have submitted the email to participate by livestream and all the verification documents & information in accordance with the Notice of Meeting and Schedule A but have not received the meeting link and the other instructions to access and participate the meeting by April 25, 2023, please immediately report this matter by email to the attention of the Corporate Secretary/Assistant Corporate Secretaries at ssp.ir@sfasemicon.com.

The meeting link to be sent by SSP to the particular stockholder shall be for the exclusive use of the said stockholder. Each stockholder is strictly prohibited from sharing or disclosing the meeting link to another person, unless such is for the sole purpose of assisting that stockholder to access and join the meeting.

The live audio and/or video feed will be accessible starting from **9:00 A.M. of April 28, 2023**, and the stockholders are encouraged to access the meeting as early as possible to test if they can access and follow the feed, and to give SSP sufficient time to verify their identity.

The meeting will be visually and/or audio recorded, which recording will form part of the corporate records of SSP.

For security and confidentiality purposes, SSP reserves the right to remove a participant in the livestream or refuse entry, if one's identity is unverifiable (for instance, if the user name or account name used in accessing the livestream does not match with the one that has been provided by the

stockholder to SSP). The user name or account name of the stockholder in Zoom that the stockholder provided to SSP must be the one used by the stockholder in accessing the livestream.

Each stockholder participating by remote communication shall ensure that he/she/it has a copy on hand of the Agenda and all materials of the meeting, to aid the stockholder in easily following the discussion. The Agenda and the materials of the stockholders' meeting (the latter are found in the Definitive Information Statement and its attachments) can also be accessed and downloaded by the stockholders at SSP's website (at <http://www.sfasemicon.com.ph/2023-asm.php>).

The stockholders attending by remote communication must also ensure that they have adequate audio and/or video communication system and stable internet connection to access and continue listening to/watching the livestream. Any technical or other issues on the device or communication system or internet connection of the stockholders shall not affect the continuance of the proceedings.

D. Additional voting and meeting guidelines

A stockholder has the option to vote "Yes/For", "No/Against", or "Abstain" on each item in the Agenda for approval or notation (except for the election of directors).

For the election of the directors, a stockholder has the option to vote for all the nominees, withhold vote for all of the nominees, or withhold vote for certain nominees only. *Note: Each stockholder may vote such number of shares for as many persons as there are directors to be elected; or the stockholder may cumulate his/her/its shares and give one candidate as many votes as the number of directors to be elected multiplied by the number of his/her/its shares shall equal; or the stockholder may distribute these shares on the same principle among as many candidates as he/she/it shall see fit; provided, that, the total number of votes cast by the stockholder shall not exceed the number of shares owned by him/her/it as shown in the books of the Corporation multiplied by the total number of directors to be elected.*

If no direction is made by the stockholder in his/her/its proxy form or ballot form, as the case may be, the particular matter will be voted for the election of all nominee directors and for the approval or notation of the matter or matters specifically set out in the proxy or ballot form.

For those few stockholders allowed to be at the venue of the meeting as mentioned in the Notice of Meeting, unless a stockholder physically voting in person or by proxy requests for a different mode of voting, the non-objection by a stockholder physically voting in person or voting by proxy to an item presented for approval or notation, or the withdrawal of such objection by the stockholder, shall be conclusively deemed as an affirmative vote by such stockholder in favor of the matter at hand.

For more details on voting, please see item 19 of the Definitive Information Statement (at <http://www.sfasemicon.com.ph/2023-asm.php>).

All attendees of the meeting, whether in person, by proxy, or by remote communication, must observe basic common courtesy and good manners in participating at the meeting.

E. How questions will be asked

Stockholders may email their questions relevant to the Agenda, to the attention of the Corporate Secretary/Assistant Corporate Secretaries, at ssp.ir@sfasemicon.com, **no later than 5:00 P.M. of April 17, 2023.**

Questions relevant to the Agenda may also be asked during the meeting through a chat box in the livestreaming platform. Stockholders participating by remote communication will have no option to ask their questions verbally.

A stockholder participating by remote communication who will send or type-in his/her/its question by chat box during the meeting shall write down/type-in his/her full name and the capacity in which he/she is asking the question (i.e., whether as a stockholder or as a proxy for a stockholder) before or after typing-in the question.

SSP will allot one (1) hour for Q&A. During the Q&A portion, the questions will be queued and answered by priority (i.e., in the order of receipt by SSP) within the allotted time. Questions sent in advance of the meeting in accordance with the Notice of Meeting and **Schedule A**, will be read, and responded to, ahead of the questions received during the meeting via chat box.

If more than one stockholder has emailed questions in advance in accordance with the Notice of the Meeting and **Schedule A**, the questions will be read on a “first-come, first-served” basis up to two questions per stockholder who has emailed questions in advance, before doing another round (if there are still unread questions that were emailed in advance and there is still remaining time left from the allotted one-hour Q&A portion) following the same sequence. This is to try to give all stockholders who have emailed their questions in advance equal opportunity for their questions to be responded to, within the allotted one-hour Q&A portion. If there is still enough time left to read the questions received via chat box, the same rule will be applied for questions sent via chat box. Provided, that, the total time allotted for Q&A shall not exceed one (1) hour.

Only questions relevant to each item will be read after the presentation or discussion on said item. Repetitive questions (i.e., questions that have already been responded to) will not be entertained. The Corporation reserves the right not to entertain questions and/or comments that are hostile, belligerent, malicious, not constructive, or otherwise not consistent with, or is prejudicial to, the orderly conduct of the meeting.

Relevant questions received but not responded to during the Q&A portion due to time constraints will be responded to by SSP separately within a reasonable period after the meeting through the email address of the stockholder who asked the question.

F. Some reiterations/additions

1. The notice to participate in the livestream, the verification documents & information, AND the accomplished proxies or the accomplished ballot forms must be emailed to the attention of the Corporate Secretary/ Assistant Corporate Secretaries at ssp.ir@sfasemicon.com, **no later than 5:00 P.M. of April 14, 2023, in clear PDF or JPG format, with each file no larger than 2MB**, with the following details:
 - a. Subject of the e-mail: SFA SEMICON ASM 2023
 - b. At the body of the e-mail, state the following:
 - i. Name of Stockholder
 - ii. List of attachments submitted
 - iii. Any questions relevant to the matters to be taken up in the meeting (this, notwithstanding, you have until **5:00 P.M. of April 17, 2023** to separately send your questions at the same email address and with the same subject of the email).
2. Proxies and ballots will be validated and the identity of the stockholders will be verified by SSP’s stock transfer agent, BDO Unibank, Inc. on **April 17, 2023** at approximately **4:00 P.M.** at:

BDO UNIBANK, INC.
TIG - Securities Services Unit 14F BDO Towers Valero
8741 Paseo de Roxas
Makati City

Contact person of BDO Unibank, Inc. is Ms. Kim Elizabeth V. Maxwell, whom stockholders may call through 8878-4965 should they have any queries.

3. SSP will send a reply email to all verified and validated submissions at any time from **April 24, 2023 to April 25, 2023**. In the said email, the link and instruction to the livestream meeting shall also be sent.
4. The stockholder shall send his/her/its **original** proxy form or ballot form to SSP (to the attention of the Corporate Secretary/Assistant Corporate Secretaries) at the Corporation's offices in Panday Pira Ave. corner Creekside Road, Clark Freeport Zone, Pampanga, **no later than April 28, 2023**.
5. Each stockholder must ensure that the email address that he/she/it provided to the Corporation remains valid and active for the purpose of the April 28, 2023 Annual Stockholders' Meeting, so he/she/it may receive the communications that may be coming from SSP before, during, and after that stockholders' meeting. The valid and active email address and contact details that a stockholder will designate or provide must be the only email address and contact details that said stockholder will use to communicate to SSP, and will be the only email address and contact details that SSP will use to communicate to the stockholder, on matters related to the 2023 Annual Stockholders' Meeting. In the case of corporate stockholders, SSP may send the communication to the valid and active email address of the corporate stockholder's authorized representative.
5. By providing the information and documents set out in **Schedule A-1**, the stockholders consent (a) to the collection, use, storage, and other processing, of personal data shown in said information and documents by the Corporation for the purpose of the stockholders' meeting, and for legal and administrative purposes; and (b) to the disclosure and transfer of the personal data to the Corporation's affiliates whether inside or outside the Philippines and to other third parties (such as legal counsel, stock transfer agent, external auditors, other service providers, and regulatory authorities) for the same purpose stated in this paragraph. Where a stockholder or a stockholder's authorized representative provides the Corporation with personal or other information pertaining to individuals or other corporations, said stockholder represents and warrants that he/she/it has obtained the information in accordance with the Data Privacy Act of 2012 and its implementing rules and regulations, and all other applicable laws, and that he/she/it has the right or authority to provide said information to the Corporation for the Corporation's use and processing as described herein.
6. A stockholder who participates either through remote communication or *in absentia* shall be deemed present for the purpose of quorum.
7. The link for the audio and/or visual recording of the 2023 Annual Stockholders' Meeting will be made available to a stockholder upon the emailed request of such stockholder to be made after the meeting, but subject to strict confidentiality obligations in respect of such recording. The stockholder shall email such a request to SSP at **ssp.ir@sfasemicon.com** (to the attention of the Corporate Secretary/Assistant Corporate Secretaries) using the stockholder's email address that he/she/it had provided to SSP. The stockholder could access said audio and/or visual recording until May 28, 2023.

For any other procedures on the conduct of the 2023 Annual Stockholders' Meeting by remote communication that are not covered by this Notice of Meeting, please see SSP's *Procedures for Stockholders' and Board Meetings by Remote Communication and Other Alternative Modes of Communication* at SSP's website at <http://www.sfasemicon.com.ph/procedures-for-meetings.php>.

If you have any question on these instructions, please email the Corporate Secretary/Assistant Corporate Secretaries at ssp.ir@sfasemicon.com.