



**KGI MUTUAL BENEFIT ASSOCIATION INC.**

Lot 25, Block 12, Sta. Monica Subdivision, Subic, Zambales  
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**NOTICE AND AGENDA OF THE ANNUAL GENERAL MEETING  
OF THE BOARD OF TRUSTEES OF KGI MUTUAL  
BENEFIT ASSOCIATION INC.  
JUNE 25, 2021**

To: President Leticia C. Castillo  
From: Board Secretary  
Date Issued: May 24, 2021

Notice is hereby given that the Annual General Meeting of the Board of Trustees of KGI-MBA will be held on June 25, 2021 at 9:00 A.M. The Meeting will be conducted virtually and attendance at the meeting will be via remote communication only.

The agenda is as follows:

**I. CALL TO ORDER**

*The President of the Board of Trustees of KGI MBA, Ms. Leticia Castillo, will call the meeting to order.*

**II. PROOF OF NOTICE OF THE MEETING**

*The Board Secretary, Mrs. Dolores Medina, will certify that copies of this notice were served to the members through the branches and the members of the board through their e-mails.*

**III. PROOF OF QUORUM**

*The President will determine quorum. A simple majority of the regular membership constitute a quorum.*

**IV. INVOCATION**

*An opening prayer will lead by one of the members of the General Assembly.*

**V. OPENING REMARKS**

*The President will render the opening remarks.*

**VI. READING OF THE MINUTES OF THE PREVIOUS ANNUAL MEETING**

*The members will review the minutes of the last general assembly meeting held on 26 November 2020 in Subic, Zambales for comments and approval.*

**VII. REPORT OF THE PRESIDENT**

*Ms. Leticia Castillo, the incumbent President will deliver her message and report on the operations of KGI MBA in 2019-2020, which needs acceptance by the general assembly.*

**VIII. REPORT OF THE TREASURER**

*Ms. Demetria Merza, incumbent Treasurer will provide a summary report of the key financial figures from the Audited Financial Statements.*

IX. RATIFICATION OF THE AUDITED FINANCIAL STATEMENT FOR THE YEAR 2020

*Ms. Piedad Matias, Audit Committee Chairperson, will present the Audited Financial Statement to the Board and the members of the general assembly for approval.*

X. APPOINTMENT OF THE EXTERNAL AUDITOR

*Upon recommendation of the Audit Committee, the Members will be asked to approve the appointment of the External Auditor for the calendar year 2021.*

XI. RATIFICATION OF ACTS AND RESOLUTIONS OF THE BOT AND MANAGEMENT

*A presentation of the major activities and resolutions acted upon by the Board and Management in 2020. The report needs approval from the general assembly.*

XII. PROPOSALS/ RESOLUTIONS

XIII. ELECTION OF THE INCOMING BOARD OF TRUSTEES

*The Election Committee headed by Mr. Joan Cortez will discuss the election guidelines and protocols and facilitate the conduct of election.*

XIV. MESSAGES FROM THE BOARD OF ADVISERS

*The members of the Board of Advisers will deliver their messages.*

XV. RECOGNITION OF THE OUTGOING BOARD OF TRUSTEES

*The association honors the outgoing Board of Trustees by presenting them a Certificate of Appreciation and a speech.*

XVI. PRESENTATION OF THE NEWLY ELECTED BOARD OF TRUSTEES

*The election committee will present the newly elected Board of Trustees*

XVII. INDUCTION OF THE NEW BOARD OF TRUSTEES

*The newly elected Board of Trustees will take oath of office before they assume leadership by June 2021.*

XVIII. OTHER MATTERS

XVIX. ADJOURNMENT

XX. MEETING OF THE NEW SET OF BOARD OF TRUSTEES

*The new set of BOT will elect among themselves the officers and members of different board committees.*

In light of the current conditions and in support of the measures to contain the spread of Covid-19, Trustees, MBA Coordinators and invited attendees may only attend and participate in the meeting by remote communication. For orderly conduct of meeting, voting shall be done electronically in absentia.

The link through which the meeting may be accessed shall be sent to the messenger of the registered Trustees, MBA Coordinators and invited attendees. Trustees and MBA Coordinators may vote electronically in absentia, subject to validation procedures. The procedures for participating in the meeting through remote communication and for casting of votes in absentia

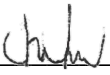
are set forth in the *Guidelines on the Board Meeting and Election of Trustees Through Remote Communication*.

Duly accomplished proxy voting forms shall be submitted to the office of the KGI-MBA for inspection, validation, and recording. The Election Committee will inspect, examine and validate the sufficiency of the proxy voting forms received.

Trustees and MBA Coordinators who will participate in the meeting are encourage to send their queries and comments before the meeting. For AGM related queries and any other concerns, please contact Mrs. Mary Jane Concepcion at cellphone # 0928-521-3691 and Mrs. Crystalyn Estel at cellphone # 0908-892-92371.

There will be a visual and audio recording of the meeting in compliance with the Securities and Exchange Commission's requirement.

PREPARED BY:

  
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Mrs. Dolores D. Medina  
Board Secretary

NOTED BY:

  
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Mrs. Leticia C. Castillo  
President