



## INSTITUTE OF INTERNAL AUDITORS PHILIPPINES, INC.

Unit 702, 139 Corporate Center, Valero st., Salcedo Village,  
Makati City, Metro Manila

### NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the annual general membership meeting (AGMM) of the Institute of Internal Auditors Philippines, Inc. (IIAP) will be virtually held on November 20, 2020, at 1:00 pm via zoom meeting. Additional information and registration to this event shall be communicated separately to you and all the members.

The business Agenda for this AGM Meeting:

- I. Call to order;
- II. Proof of publication of Notice of the Annual General Membership Meeting;
- III. Certification of the presence of a Quorum;
- IV. Reading and approval of the minutes of the previous annual meeting;
- V. Matters arising from the previous meeting;
- VI. Report of the Chairman;
- VII. Ratification of the Board's Corporate Acts;
- VIII. Election of the Board of Trustees for the ensuing year;
- IX. Other matters.

In light of the COVID-19 pandemic, the safety of our members, the nominees, the IIAP volunteer-members, and the IIAP Secretariat is important to us. Thus, the AGMM will be under the virtual platform this year. All IIAP members who registered for this AGMM shall receive an email confirmation and the information on how to join the meeting. It will also include the rules that will govern the conduct of the virtual AGMM.

The Board of Trustees has fixed June 30, 2020, as the record date establishing the members in good standing who are entitled to vote at this AGMM.

For IIAP members in good standing as of June 30, 2020, they can participate in the business meeting and vote by proxy, through remote communication, or in absentia. If you choose to participate by remote communication or in absentia, please signify this intent in advance by signing up using this link: <https://IIAP Voting Pre-Registration System/>. It complies with the SEC circular 06. s2020 providing the guidelines for attendance in a board, stockholders, and/or members meeting and voting by remote communication. The **deadline to sign-up in the IIAP Voting Pre-Registration System** is at **midnight on November 17, 2020**.

If you are unable to attend the meeting but would like to be represented thereat, accomplish, and submit the PROXY FORMS in either of the following ways:

Type	Printable Soft Copy	Online Form
1. Proxy for Meetings	Print, fill-out, and sign the attached softcopies. <i>(Make sure to clearly write the candidate's complete name and affix your signature in all the signature panels provided in the ballot &amp; form.)</i>  Scan or photograph the duly accomplished and signed forms and send by electronic mail to <a href="mailto:election@iia-p.org">election@iia-p.org</a>	Accomplish the <a href="#">Online Proxy For Meeting</a> , then indicate your Proxy for Meeting number and membership ID number.
2. Proxy Election Ballot		Not applicable.

Voting for the 2021-2022 Board of Trustees shall be done through the submission of the Proxy Election Ballot or the Online Voting System.

Only IIA-P members in good standing as of June 30, 2020, who registered [IIAP Voting Pre-Registration System](#) will be allowed to vote online.

The final list of nominees qualified and eligible to be elected for 1-term or for 2021-2022 Board of Trustees is attached to this notice. There are seven (7) Board seats up for election in this AGMM.

If you have questions, please email [membership@iia-p.org](mailto:membership@iia-p.org) or [eloj.acosta@iia-p.org](mailto:eloj.acosta@iia-p.org) or call us at +63 915.089.4422.

By order of the Board of Trustees.

**Jayson H. Dizon**

IIA-P Corporate Secretary

**Note: Please refer to the Proxy Election Ballots and the List of Candidates that were e-mailed individually per qualified voters.**