



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. (IIA-P) will be virtually held on 19 November 2021, 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.

Due to continued restrictions and widespread of COVID-19, the safety of our members, the nominees, the IIA-P volunteer members, and the IIA-P Secretariat is important to us. Thus, the AGMM will be under the virtual platform again for this year. All IIA-P members who registered for this AGMM shall receive an e-mail 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 30 June 2021, as the record date establishing the members in good standing who are entitled to vote at this AGMM.

For IIA-P members in good standing as of 30 June 2021, 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: [IIA-P 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 IIA-P Voting Pre-Registration System** is at **midnight on November 16, 2021**.

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

| Type | Printable Soft Copy | Online Form |
|--------------------------------|---|---|
| 1. Election Proxy for Meetings | Fill out and sign the softcopies that will be sent to each qualified voter. <i>(Make sure to clearly write the candidate's complete name and affix your signature in all the signature panels provided in the ballot & form.)</i> | Accomplish the Online Proxy for Meeting , then provide your Proxy for Meeting number and membership ID number indicated in the pdf version of the form that will be emailed to you. |
| 2. Election Proxy Ballot | | Accomplish the Online Proxy Ballot Form , then provide your Proxy for Meeting number and membership ID number indicated in the pdf version of the form that will be emailed to you. |

Voting for the 2022-2023 Board of Trustees shall be done through the submission of the Online or Printed Election Proxy Ballot or the Online Voting System.

Only IIA-P members in good standing as of 30 June 2021, who registered [IIA-P Voting Pre-Registration System](#) will be allowed to vote online.

Click this [Final List of Candidates](#) to see those who are qualified and eligible to be elected for 1-term or for 2022-2023 Board of Trustees. There are eight (8) Board seats up for election in this AGMM.

If you have questions, please email membership@iia-p.org or eloiacosta@iia-p.org or call us at +63 915.089.4422.

By order of the Board of Trustees.

Neriza G. Garcia
IIA-P Corporate Secretary