

 **LOGISTICS HOLDINGS CORP.**

February 13, 2020

**Securities and Exchange Commission**  
Secretariat Building, PICC Complex  
Roxas Boulevard, Pasay City

Attention: Hon. Vicente Graciano P. Felizmenio, Jr.  
*Director, Markets & Securities Regulation Department*

**Philippine Stock Exchange, Inc.**  
6th Floor, PSE Tower  
5<sup>th</sup> Avenue corner 28<sup>th</sup> Street  
Bonifacio Global City, Taguig City

Attention: Ms. Janet A. Encarnacion  
*Head, Disclosure Department*

Gentlemen:

Please see attached detailed notice and agenda of our annual stockholders' meeting which is set for April 13, 2020.

Thank you.

Very truly yours,

  
**JUNE VEE D. MONTECLARO-NAVARRO**  
Corporate Secretary 

**NOTICE OF ANNUAL STOCKHOLDERS' MEETING**

NOTICE IS HEREBY GIVEN that the Annual Meeting of Stockholders of **AYALALAND LOGISTICS HOLDINGS CORP.** will be held on **MONDAY, 13 APRIL 2020** at **10:00 o'clock in the morning** at Ballroom 1, Fairmont Makati, 1 Raffles Drive, Makati Ave., Makati City, with the following

**AGENDA<sup>1</sup>**

1. Call to Order
2. Certification of Notice and Quorum
3. Approval of Minutes of Previous Meeting
4. Annual Report
5. Ratification of the Acts of the Board of Directors and Officers
6. Election of Directors (Including the Independent Directors)
7. Election of External Auditor and Fixing of its Remuneration
8. Consideration of Such Other Business as May Properly Come Before the Meeting
9. Adjournment

Only stockholders of record at the close of business on **28 FEBRUARY 2020** shall be entitled to notice of, and to vote at, this meeting.

Stockholders may attend in person or by proxy. Duly accomplished proxies shall be submitted on or before 31 March 2020 to the Office of the Corporate Secretary at 3/F Tower One and Exchange Plaza, Ayala Triangle, Ayala Avenue, Makati City. Validation of proxies is set for 2 April 2020, 9:00 o'clock in the morning at the Office of the Corporate Secretary.

Stockholders may vote *in absentia* in accordance with the procedure set forth in the Information Statement sent to the stockholders.

Makati City, 13 February 2020.



**JUNE VEE D. MONTECLARO-NAVARRO**  
Corporate Secretary

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<sup>1</sup> See next page for the explanation for each agenda item.

## EXPLANATION OF AGENDA ITEMS

### Call to order

The Chairman will formally open the meeting at approximately 10:00 o'clock in the morning.

### Certification of notice and quorum (and rules of conduct and procedures)

The Corporate Secretary will certify that written notice for the meeting was duly sent to stockholders and that a quorum exists for the transaction of business.

Pursuant to Sections 57 and 23 of the Revised Corporation Code which allow voting *in absentia* by the stockholders, the Corporation has set up a designated online web address which may be accessed by the stockholders to register and vote on the matters at the meeting *in absentia*<sup>2</sup>. A stockholder who votes *in absentia* shall be deemed present for purposes of quorum.

The following are the rules of conduct and procedures for the meeting:

- (i) Anyone who wishes to make a remark shall identify himself after being acknowledged by the Chairman and shall limit his remarks to the item in the Agenda under consideration.
- (ii) Stockholders present at the meeting may opt for manual or electronic voting. For manual voting, each stockholder will be given, upon registration, a ballot where he can write his vote on every item in the Agenda or proposed resolution. For electronic voting, there will be computer stations near the registration table where stockholders may cast their votes electronically, using a digital version of the ballot. Stockholders voting *in absentia*, who have previously registered through the online web address (URL) provided, may cast their votes electronically at any time using such online web address prior to or during the meeting. Each of the proposed resolutions will be shown on the screen as the same is taken up at the meeting.
- (iii) All the items in the Agenda for the approval by the stockholders will need the affirmative vote of stockholders representing at least a majority of the issued and outstanding voting stock present at the meeting.
- (iv) Election of directors will be by plurality of votes and every stockholder will be entitled to cumulate his votes.
- (v) The Inspectors of Proxies and Ballots Committee will tabulate all votes received and an independent third party will validate the results. The Corporate Secretary shall report the results of voting during the meeting.

### Approval of minutes of previous meeting

The minutes of the meeting held on 12 April 2019 are available at the company website, [www.ayalalandlogistics.com](http://www.ayalalandlogistics.com). Copies of the minutes will also be distributed to the stockholders upon their registration for the meeting.

### Annual report

The President and Chief Executive Officer, Maria Rowena M. Tomeldan, will deliver a report to the stockholders on the significant operational and financial performance as well as the milestones and achievements of the Company for the year 2019, and the outlook for 2020.

A printed version of the Company's Annual Report will contain the messages from the Chairman and the President. Copies of the Annual Report will be distributed to the stockholders and posted on the Company's website, [www.ayalalandlogistics.com](http://www.ayalalandlogistics.com).

The Audited Financial Statements (AFS) as of 31 December 2019 will be presented to the stockholders for their approval. The AFS will be included in the Information Statement to be sent to the stockholders at least 15 business days prior to the meeting and will also be set forth in the Annual Report. The Audit Committee has recommended to the Board the approval of the AFS, and the Board will approve the AFS on 19 February 2020.

### Ratification of the acts of the Board of Directors and officers

The acts of the Board and its Committees were those adopted since the annual stockholders' meeting on 12 April 2019 until 13 April 2020. They include the approval of agreements, projects, investments, treasury-related matters and other matters covered by disclosures to the Securities and Exchange Commission and the Philippine Stock Exchange. The acts of the officers were those taken to implement the resolutions of the Board or its Committees or in the general conduct of business.

### Election of directors (including the independent directors)

The Corporate Governance and Nomination Committee of the Board would have evaluated and determined that the nine (9) nominees to the Board, including the nominees for independent directors, have all the necessary qualifications to serve as directors and the expertise and competence, individually and collectively, to enable the Board to fulfill its roles and responsibilities and manage the Company to achieve its objectives.

The profiles of the candidates to the Board of Directors will be provided in the Information Statement.

### Election of external auditor and fixing of its remuneration

The Audit Committee of the Board will endorse to the stockholders the election of SyCip Gorres Velayo & Co. (SGV & Co.) as the external auditor for the ensuing year as well as its proposed remuneration. The external audit conducts an independent verification of the Company's financial statements and provides an objective assurance on the accuracy of its financial statements.

The profile of SGV & Co. will be provided in the Information Statement.

### Consideration of Such Other Business as May Properly Come Before the Meeting

The Chairman will open the floor for comments and questions by the stockholders. The stockholders may raise other matters or issues that may be properly taken up at the meeting.

<sup>2</sup> The detailed instructions pertaining to the URL and the use thereof will be provided in the Information Statement.