



**NOTICE OF ANNUAL MEETING OF MEMBERS**

Please take notice that the Manila Harbour Centre Industrial Park Association, Inc. (the “Association”) shall hold its Annual Meeting of Members on **29 March 2023 at 10:00 a. m.** In the observance of health and safety protocols, the meeting shall be held online. The link for the meeting shall be sent beginning **20 March 2023.**

The agenda for the meeting is as follows:

1. Call to order
2. Roll Call and Certification of notice and quorum
3. President’s Report on Operations for 2022
4. Financial Report
5. General ratification of the acts and transactions of the Board of Trustees and officers of the Corporation during the previous year as reflected in the minutes and other records of the Corporation
6. Election of the Members of the Board of Trustees for 2023-2024
7. Appointment of external auditors
8. Other matters
9. Adjournment

Eligible members of the Association who are entitled to notice, to attend, and to vote, in the annual meeting are those locators/property owners who are in good standing (those who are up-to-date in the payment of Association dues up to 31 December 2022) and declared as such by the Property Management Office (“PMO”). The list of eligible members shall be posted in three (3) conspicuous places within the premises of the Manila Harbour Centre Industrial Park. Quorum for the meeting, which is a majority of the eligible members, shall be determined at the start of the meeting.

Voting in the election of the members of the Board of Trustees shall be done during the meeting, subject to approved and adopted election rules and guidelines. Voting by proxy is allowed and shall be accepted, provided that the proxy form is received at the PMO either by i) physical delivery to the PMO at Knysna Building, Block 9, Lots 4, 5 & 6, Radial Road 10, Vitas, Tondo, Manila, or ii) by e-mail to [mhcipai2021@gmail.com](mailto:mhcipai2021@gmail.com), not later than **3:00 p. m. of 28 March 2023.** Only duly accomplished proxy forms received on or before the deadline shall be validated and counted for purposes of voting. A copy of the proxy form is hereto attached.

ATTY. HENRY S. ROJAS  
Corporate Secretary  
08 March 2023