



FORA SERVICES, INC.
doing business as Quest Hotel Tagaytay

TO ALL STOCKHOLDERS:

Notice is hereby given that the Annual Meeting of the Stockholders of **FORA SERVICES, INC. doing business as Quest Hotel Tagaytay ("FOSI")** will be held on **Friday, 25 October 2024, at 9:00 A. M., via remote communication (Microsoft Teams)** in accordance with the Securities and Exchange Commission Memorandum Circular ("SEC MC") No. 6, Series of 2020.

The Agenda of the Meeting shall be as follows:

- I. Call to Order
- II. Certification of Quorum
- III. Approval of the Minutes of the last Annual Stockholders' Meeting held on 9 November 2023
- IV. President's Report
- V. Ratification of the 2023 Audited Financial Statements
- VI. Ratification of all acts of the Board of Directors, Board Committees, and Management, from the date of last Annual Stockholders' Meeting up to 25 October 2024
- VII. Election of Directors
- VIII. Appointment of External Auditor
- IX. Other Matters
- X. Adjournment

In compliance with SEC MC No. 6, series of 2020, FOSI shall conduct its Annual Stockholders' Meeting online and the stockholders may attend and participate in the meeting by remote communication, voting *in absentia* and/or appointing the Chairman of the meeting as their proxy. The procedure and requirements for remote communication and voting *in absentia* will be explained in the Information Statement.

Only Stockholders of Record as of 5:00 PM of 30 August 2024 shall be entitled to vote at this meeting. Stockholders who wish to vote by proxy shall submit the same on or before 14 October 2024 to the Office of the Corporate Secretary, located at Filinvest Building, 79 EDSA,



Highway Hills, Mandaluyong City 1550, Metro Manila. A proxy submitted by a corporation should be accompanied by a Corporate Secretary's certificate quoting the board resolution designating a corporate officer to execute the proxy.

PLEASE NOTE THAT THE CORPORATION IS NOT SOLICITING PROXIES.

The nomination and election of the members of the Board of Directors should be in accordance with the nomination forms, procedures and requirements adopted by the Board of Directors. Any stockholder may obtain the required nomination form from, and must submit his nominations to, the Office of the Corporate Secretary at Filinvest Building, 79 EDSA, Highway Hills, Mandaluyong City 1550, Metro Manila, not later than 23 September 2024.

All nominations shall be in writing duly signed by the nominating stockholders or their duly authorized (in writing) representatives, with the written acceptance and conformity of their nominee. The nomination must indicate whether the nominees are intended to be independent directors. Further, all nominations should include (i) the curriculum vitae of the nominee, (ii) a statement that the nominee has all the qualifications and none of the disqualifications, (iii) information on the relationship of the nominee to the stockholder submitting the nomination, and (iv) all relevant information about the nominee's qualifications, such as the nominee's age, educational attainment, full disclosure of work and/or business experience and/or affiliations. The directors and independent directors shall be elected from among FOSI's stockholders. All nominees for directors and independent directors must possess the minimum requirements/qualifications and none of the disqualifications prescribed by the Securities and Exchange Commission and in FOSI's Manual on Corporate Governance.

The Corporation's Information Statement, Management Report, and 2023 Audited Financial Statements will be made available and sent to its stockholders no later than 04 October 2024. Pursuant to SEC MC No. 6, Series of 2020, please be informed that there will be a visual and audio recording of the meeting.

Please be guided accordingly.

A handwritten signature in blue ink, appearing to read "K. Clemente", is placed above the printed name of the Corporate Secretary.

KATRINA O. CLEMENTE-LUA
Corporate Secretary