

January 4, 2022

Securities and Exchange Commission

PICC Complex, Roxas Boulevard, Pasay City

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

Philippine Stock Exchange

6/F, PSE Tower
5th Avenue corner 28th Street,
Bonifacio Global City, Taguig City

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

Philippine Dealing and Exchange Corporation

29th Floor, BDO Equitable Tower
8751 Paseo de Roxas, Makati City 1226

Attention: Atty. Marie Rose M. Magallen-Lirio
Head, Issuer Compliance and Disclosure Department

Gentlemen:

Please be advised that the attendance record for the meetings of our Board of Directors for the year 2021 is as follows:

Directors	No. of Meetings Attended/Held ¹	Percent Present
Jaime Augusto Zobel de Ayala	6/6	100%
Fernando Zobel de Ayala	6/6	100%
Delfin L. Lazaro	6/6	100%
Cezar P. Consing	6/6	100%
Rizalina G. Mantaring	6/6	100%
Antonio Jose U. Periquet	6/6	100%
Keiichi Matsunaga	6/6	100%

The non-executive directors held a separate meeting on December 10, 2021, in which all the non-executive directors were present.

¹ In 2021 and during the incumbency of the director.

We trust that you will find the above in order.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to be 'R. Austria', written over the printed name.

ROSARIO CARMELA G. AUSTRIA
Assistant Corporate Secretary