

AMENDED MANUAL ON CORPORATE GOVERNANCE (August 2016)

SECTION 9 and 10 – COMMUNICATION AND TRAINING

COMMUNICATION PROCESS

9.1 This manual shall be available for inspection by any stockholder of the Corporation at reasonable hours on business days.

9.2 All Directors and management are tasked to ensure the thorough dissemination of this Manual to all employees and related third parties, and to likewise enjoin compliance in the process.

9.3 An adequate number of printed copies of this Manual must be reproduced with a minimum of at least one (1) hard copy of the Manual per department.

TRAINING PROCESS

10.1 If necessary, funds shall be allocated by the Treasurer or its equivalent officer for the purpose of conducting an orientation program or workshop to operationalize this Manual.

10.2 A Director shall, before assuming as such, be required to attend a seminar on Corporate Governance, which shall be conducted, by a duly recognized private or government institute.

10.3 For continuing education, the Compliance Officer may attend from time to time seminars or workshops or be a member of an association dedicated to such.