

**STI EDUCATION SERVICES GROUP, INC.**  
**2024 ANNUAL STOCKHOLDERS' MEETING**  
**Wednesday, 18 December 2024 at 11:00 a.m.**  
**Via remote communication through Microsoft Teams**

**Guidelines for Participating via Remote Communication through Microsoft Teams and Voting in Absentia and through Proxy**

A. Attendance by Remote Communication through Microsoft Teams and Voting in Absentia

1. Stockholders intending to participate by remote communication through Microsoft Teams and/or voting in absentia should notify the Office of the Corporate Secretary through a Letter of Intent (LOI) to be sent via e-mail to [corsec@sti.edu](mailto:corsec@sti.edu) on or before 11 December 2024, complete with the following requirements for validation purposes:

1.1 Indicate the following required information:

- 1.1.1 Complete Registered Name
- 1.1.2 Complete Registered Residential/Mailing Address
- 1.1.3 Active e-Mail Address
- 1.1.4 Active Mobile No.
- 1.1.5 Active Landline No.

1.2 Attach the following documents (e-copy/scanned copy):

- 1.2.1 Valid government-issued ID with photo and signature (scanned front and back)
- 1.2.2 Proof of Ownership, such as, but not limited to, the following:
  - a) Stockholder's certificate (for certificated shares); or
  - b) Broker's certification (for scripless or uncertificated shares); or
  - c) Secretary's certificate for authorized representative (for corporate)
- 1.2.3 Other supporting document, as applicable

A template of the LOI may be downloaded at <https://www.sti.edu/asm2024>

2. The validation process will be completed by the Office of the Corporate Secretary no later than three (3) business days from its receipt of the LOI. The Office of the Corporate Secretary reserves the right to request for additional information and documents, as needed/necessary. Moreover, electronic signature for the required documents shall be allowed while notarization requirement shall not be considered for the meantime, as applicable, given the current situation.
3. Once validated/verified, a stockholder shall be provided a confirmation correspondence with secure links to the virtual meeting platform. For security purposes, the confirmation correspondence which includes access credentials,

links and instructions for participation through remote communication shall only be sent to the stockholder's email address, and if necessary, notification shall be sent to the stockholder's mobile number provided.

4. A stockholder may cast his vote on each of the agenda items as contained in the voting form which may be downloaded at <https://www.sti.edu/asm2024>. Accomplished voting forms may be submitted by email to [corsec@sti.edu](mailto:corsec@sti.edu). Deadline to vote in absentia is on 13 December 2024. Beyond this date, stockholders may no longer avail of the option to vote in absentia. The Office of the Corporate Secretary shall then tabulate all votes, including those casts in absentia and by proxy, to be assisted by the Company. The Corporate Secretary shall report the results of voting during the meeting. For information on counting and tabulation of votes, please refer to "Item 19. Voting Procedures" of the Information Statement.

#### B. Attendance by Proxy

1. In case a stockholder cannot attend the virtual meeting and wishes to be represented, said stockholder shall designate an authorized representative ("Proxy") by submitting a duly-accomplished proxy instrument which may be downloaded at <https://www.sti.edu/asm2024> and submitted on or before 13 December 2024 via email to [corsec@sti.edu](mailto:corsec@sti.edu), complete with the following requirements for validation purposes:

1.1 For the stockholder, attach the following documents (e-copy):

- 1.1.1 Valid government-issued ID (with photo)
- 1.1.2 Proof of Ownership, such as, but not limited to, the following:
  - a) Stockholder's certificate (for certificated shares); or
  - b) Broker's certification (for scripless or uncertificated shares); or
  - c) Secretary's certificate for authorized representative (for corporate)
- 1.1.3 Other supporting document, as applicable

1.2 For the Proxy, attach the following document (e-copy):

- 1.2.1 Valid government-issued ID (with photo)

1.3 A stockholder may designate the Chairman of the Meeting as Proxy. Likewise, if no name is indicated, the Chairman of the Meeting will act as the Proxy.

2. The validation process will be completed by the Office of the Corporate Secretary no later than three (3) business days from its receipt of the duly-accomplished proxy instrument. The Corporate Secretary reserves the right to request for additional information and documents, as needed/necessary. Moreover, electronic signature for the required documents shall be allowed while notarization requirement shall not be considered for the meantime, as applicable, given the current situation.

3. Once validated/verified, a stockholder shall be provided a confirmation correspondence with secure link to the virtual meeting platform. For security purposes, the confirmation correspondence which includes links and instructions for participation through remote communication shall only be sent to the stockholder's email address, and if necessary, notification shall be sent to the stockholder's mobile number provided. It is the duty of the stockholder to securely provide the information on access credentials and instructions to the Proxy.

#### C. Participation and Determination of Quorum and Votes

1. Only those shareholders who have notified the Company of their intention to participate in the Meeting by remote communication, together with the stockholders who voted in absentia and by proxy, will be included in the determination of quorum at the meeting. By participating remotely and by proxy, a stockholder shall be deemed present for purposes of quorum.
2. Due to logistical limitations of the meeting conducted virtually, voting and open forum/discussion will not be possible during the virtual meeting. However, a stockholder, once verified/ registered, will be given an opportunity to raise any relevant questions or express an appropriate comment limited to the agenda items by sending an email to [corsec@sti.edu](mailto:corsec@sti.edu) not later than 13 December 2024 to be properly noted and addressed accordingly. Any relevant questions or comments received by the Office of the Secretary via email within the prescribed period given by registered stockholders shall be properly acknowledged, noted and addressed accordingly. Questions and comments not taken up during the meeting shall be addressed directly via email by the Company.
3. The Office of the Corporate Secretary shall take down minutes of the meeting accordingly and shall note all comments and other relevant matters discussed covering the agenda of the meeting. The meeting proceedings shall be recorded in audio and video format to be safekept by the Office of the Corporate Secretary and shall be made available in a secured manner to stockholders upon request by sending an email to [corsec@sti.edu](mailto:corsec@sti.edu).
4. The Office of the Corporate Secretary shall ensure confidentiality of all votes for tabulation, including those casts in absentia and by proxy. The Corporate Secretary shall report the results of voting during the meeting. For information on counting and tabulation of votes, please refer to "Item 19. Voting Procedures" of this Information Statement.

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For ASM-related matters, please go to: <https://www.sti.edu/asm2024>. For ASM-related queries, please send an email to [corsec@sti.edu](mailto:corsec@sti.edu). For account updating/validation concerns, please get in touch with the Company's Corporate Secretary, Atty. Arsenio C. Cabrera, Jr., via email to [corsec@sti.edu](mailto:corsec@sti.edu).