

## RELATED PARTY TRANSACTION

### I. Objectives

One of the core values of the Company is that it believes in profitability through sincerity, integrity, hard work and fairness in all of its dealings. As such, it is the objective of the Company that no dealings are transacted with any related part except when said dealings have been fully disclosed to the Company and a written approval has been obtained. This is to consider that all of the transactions or dealings of the Company with related parties are made in the course of business, fair and made at arm's length.

### I. Definitions

Related Party Transaction is a transfer of resources, services or obligations between a reporting entity and related party, regardless of whether a price is charged. It should be interpreted broadly to include not only transactions that are entered into with related parties, but also outstanding transactions that are entered into with an unrelated party that subsequently becomes a related party.

Related party shall cover the company's subsidiaries, as well as affiliates and any party (including their subsidiaries, affiliates and special purpose entities), that the company exerts direct or indirect control over or that exerts direct or indirect control over the company; the company's directors; officers; shareholders and related interests (DOSRI), as well as corresponding persons in affiliated companies. This shall also include such other person or juridical entity whose interest may pose a potential conflict with the interest of the Company.

### II. Procedures

The following are the Procedures followed by the Company in case of Related Party Transactions:

Related Party Transactions	Policies and Procedures
(1) Parent Company	<ul style="list-style-type: none"><li>• <b><u>Approval of the Board of Directors</u></b> – It is the policy of the company that transactions to be entered into by the company shall be approved by the Board of Directors.</li> <li>• <b><u>Honestly, integrity and fairness in all of dealings</u></b> – To ensure a high standard of best practice for the company and its stockholders, it is the policy of the company that the Board shall conduct themselves with honesty, integrity and fairness in performance of their duties and their dealings that would ensure the honesty of any related-party transactions between and among the company, its subsidiaries and affiliates, stockholders, officers and directors, and of interlocking director relationship by members of the Board.</li></ul>
(2) Joint Ventures	
(3) Subsidiaries	
(4) Entities Under Common Control	
(5) Substantial Stockholders	
(6) Officers	
(7) Directors	
(8) Interlocking director relationship of Board of Directors	



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