

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS OF  
MANILA BANKERS LIFE AND GENERAL ASSURANCE CORPORATION  
doing business under the name and style of MANILA BANKERS ASSURANCE**

Held at the 2<sup>nd</sup> Floor, Omnis Prosperity Tower, 377 Sen. Gil Puyat Avenue, Bel-Air, Makati City on the 22<sup>nd</sup> of May 2025, immediately after the Annual Stockholders Meeting

**PRESENT:**

ATTY. TRANQUIL GERVAICIO S. SALVADOR III  
DR. JOSE ENRIQUE R. DE LAS PEÑAS  
LOUIS BARTOLOME J. BORJA  
NOEL A. ARANDILLA  
DORIS M. ALMANZOR  
ATTY. MANUELITO S. INSO  
ATTY. RIZAL ANTONIO D. MERU

**PRESENT VIA PROXY:**

FERDINAND N. SANTOS

**I. CALL TO ORDER**

The Chairman of the Meeting, Atty. Tranquil Gervacio Salvador III, called the meeting to order and presided over the same. Mr. Noel A. Arandilla, acted as Secretary of the Meeting, certified the existence of a quorum and recorded the minutes thereof.

**II. QUORUM**

The Secretary certified that a quorum was present for the purposes of conducting a meeting and transacting business.

**III. ELECTION OF OFFICERS FOR 2025-2026**

The Chairman mentioned the need to elect the officers of the Corporation for the ensuing fiscal year and open the floor for nominations. The following were nominated to the position appearing across their names:

ATTY. TRANQUIL GERVAICIO S. SALVADOR III:	Chairman of the Board
JOSE ENRIQUE R. DE LAS PEÑAS :	Vice Chairman of the Board
DORIS M. ALMANZOR :	Chief Executive Officer
FERDINAND N. SANTOS :	President
LOUIS BARTOLOME J. BORJA :	Treasurer
NOEL A. ARANDILLA :	Corporate Secretary
ATTY. RIZAL ANTONIO D. MERU :	Legal and Compliance Officer

No further nominations having been made, the Secretary of the meeting was directed to cast all votes in favor of all those nominated to the respective positions to which they were nominated and the Chairman formally declared the election of the persons above-named to the positions set forth after their respective names, to act as such until their successors have been duly elected and qualified.

**IV. CREATION OF AN EXECUTIVE COMMITTEE**

The Chairman explained to the members of the Board of Directors that the Corporation shall create an Executive Committee consisting of members of the Board of Directors which shall be not less than three (3) but not more than five (5) to be chosen by the Board of Directors from among themselves to monitor the operational finances of the Corporation and to ensure that decisions of the Board are executed by management; and where urgent circumstances require, to act for and in behalf of the Board on such matters. The concurrence of at least a majority of the members of the Executive Committee shall be necessary to make an Executive Committee decision valid. All business transactions by the Executive committee shall be subject to confirmation by the Board of Directors at its next scheduled meeting. Upon motion duly made and seconded, the Board has unanimously approved the following resolutions:

"RESOLVED, to authorize the Corporation to create an Executive Committee which shall consist of five (5) members from the Board of Directors;

RESOLVED, FURTHER, that the following members of the Board of Directors shall constitute the Executive Committee:

**EXECUTIVE COMMITTEE**

Chairman : **JOSE ENRIQUE DELAS PEÑAS** - Vice Chairman of the Board  
Members : **DORIS M. ALMANZOR** - Chief Executive Officer  
**FERDINAND N. SANTOS** - President  
**LOUIS BARTOLOME J. BORJA** - Treasurer  
**NOEL A. ARANDILLA** - Corporate Secretary

RESOLVED, FINALLY, that the Executive Committee shall monitor the operational finances of the Corporation to ensure that decisions of the Board are executed by management; and where urgent circumstances require, to act for and in behalf of the Board on such matters."

**V. CREATION OF A NOMINATION COMMITTEE**

The Chairman likewise explained to the members of the Board of Directors that the Corporation shall create a Nomination Committee which shall be composed of at least three (3) members of the Board of Directors, at least one of whom must be an Independent Director. Upon motion duly made and seconded, the Board has unanimously approved the following resolutions:

"RESOLVED, to authorize the Corporation to create a Nomination Committee which shall be composed of at least three (3) members from the Board of Directors, at least one of whom must be independent;

RESOLVED, FURTHER, that the following members of the Board of Directors shall constitute the Nomination Committee:

**NOMINATION COMMITTEE**

Chairman : **ATTY. MANUELITO S. INSO** - Independent Director  
Members : **NOEL A. ARANDILLA**  
**LOUIS BARTOLOME J. BORJA**

RESOLVED, FINALLY, that the Nomination Committee is vested sole authority to conduct and supervise the election for the members of the Board of Directors and other officers and proclaim the winners. The Nomination Committee shall likewise be the judge of all electoral contests, including questions on the qualifications of candidates and its decision shall be final unless appealed to the Board of Directors."

## **VI. CREATION OF REMUNERATION COMMITTEE**

The Chairman also explained to the members of the Board of Directors that the Corporation shall create a Remuneration Committee which shall consist of at least three (3) members of the Board of Directors, one of whom must be an Independent Director. Upon motion duly made and seconded, the Board has unanimously approved the following resolutions:

"RESOLVED, to authorize the Corporation to create a Remuneration Committee which shall consist of at least three (3) members from the Board of Directors, one of whom must be independent;

RESOLVED, FURTHER, that the following members of the Board of Directors shall constitute the Remuneration Committee:

### **REMUNERATION COMMITTEE**

**Chairman : NOEL A. ARANDILLA**  
**Members : ATTY. MANUELITO S. INSO - Independent Director**  
**JOSE ENRIQUE DELAS PEÑAS**

RESOLVED, FINALLY, that the said committee shall make plans where to position the Corporation relative to other companies; delegate responsibilities for setting up compensation/remuneration for all executives, directors and chairman; and recommend and monitor the level and structure of salaries including remunerations for senior management."

## **VII. CREATION OF AUDIT COMMITTEE**

The Chairman also explained to the members of the Board of Directors that the Corporation shall create an Audit Committee which shall be composed of at least three (3) members of the Board of Directors, at least one of whom must be an Independent Director. Upon motion duly made and seconded, the Board has unanimously approved the following resolutions:

"RESOLVED, to authorize the Corporation to create an Audit Committee which shall be composed of at least three (3) members from the Board of Directors, at least one of whom must be independent;

RESOLVED, FURTHER, that the following members of the Board of Directors shall constitute the Audit Committee:

### **AUDIT COMMITTEE**

**Chairman : LOUIS BARTOLOME J. BORJA**  
**Members : JOSE ENRIQUE DELAS PEÑAS**  
**ATTY. MANUELITO S. INSO - Independent Director**

RESOLVED, FURTHER, that the Audit Committee shall be responsible for the setting-up of internal audit department and the appointment of the internal auditor as well as independent external auditor; provide oversight of the institution's internal and external auditors; and monitor and evaluate the adequacy and effectiveness of the internal control system of the Corporation."

**VIII. ADJOURNMENT**

There being no further business to transact, the meeting was adjourned on motion duly made and seconded.

  
**NOEL A. ARANDILLA**  
Corporate Secretary / Director

Attested by:

  
**ATTY. TRANQUIL GERVACIO S. SALVADOR III**  
Chairman of the Board

  
**JOSE ENRIQUE R. DE LAS PEÑAS**  
Vice Chairman of the Board

  
**LOUIS BARTOLOME J. BORJA**  
Director

  
**DORIS M. ALMANZOR**  
Director

  
**FERDINAND N. SANTOS**  
Director

  
**ATTY. MANUELITO S. INSO**  
Independent Director