

### NOTICE AND AGENDA

NOTICE is HEREBY GIVEN that the Annual Stockholders Meeting of PHOENIX PETROLEUM PHILIPPINES, INC. will be held on **October 26, 2023, Thursday, 10:00 AM** at the Phoenix Petroleum Corporate Headquarters, Stella Hizon Reyes Road, Bo. Pampanga, Davao City. The meeting will be conducted **virtually via remote access communications** and registration for the meeting can be accessed through the link, <http://asm.phoenixfuels.ph/PNX2023>

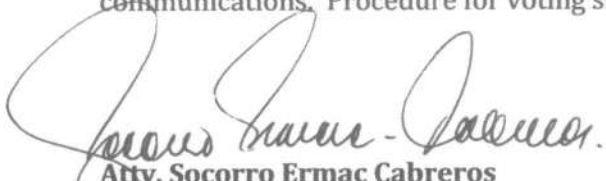
The agenda for the Meeting shall be, as follows:

1. Call to Order
2. Certification of Notice and Quorum
3. Approval of the Minutes of the Annual Stockholders' Meeting held last June 17, 2022
4. Report of the President and Chief Executive Officer
5. Approval of the 2022 Audited Financial Statements and 2022 Annual Report
6. Corporate Actions:
  - a. Proposed Amendment of the Corporation's Articles of Incorporation Section 1 on Primary Purpose to include the manufacture, processing, sale, marketing and distribution of Coco Methyl Ester (CME).
  - b. Proposed Authority for management to transfer, sell, dispose of certain corporate properties, assets, and/or investments as may be necessary and required in relation and pursuant to the financial management program exercised by the Corporation as part of its debt management and funding activities;
7. Ratification and Confirmation of all Acts and Resolutions of the Board and Management executed in the normal course of business covering the period of January 1, 2022 up to August 31, 2023
8. Election of the Members of the Board of Directors
9. Other Matters
10. Adjournment

All stockholders as of **October 5, 2023** shall be entitled to participate and vote in the said annual meeting.

The Annual Meeting on October 26, 2023 shall be conducted via live streaming. Stockholders whose shares and proxies are duly validated may attend, participate and vote by proxy or in absentia during the meeting.

Proxy Forms and Special Powers of Attorney or other Authorization Forms shall be made available in the Company's website and must be submitted to the Office of the Corporate Secretary, with address at Phoenix Petroleum Corporate Headquarters, Stella Hizon Reyes Road, Bo. Pampanga, Davao City by mail or sent by email at [pnx.corpsec@phoenixfuels.ph](mailto:pnx.corpsec@phoenixfuels.ph). Validation of proxies and registration shall commence at 10:00AM of October 12, 2023 until 5:00PM of October 25, 2023. Participation in the meeting as well as voting shall be through remote communications. Procedure for voting shall be posted in the Company's website.



**Atty. Socorro Ermac Cabrerros**  
Corporate Secretary