



FIRST METRO PHILIPPINE EQUITY  
EXCHANGE-TRADED FUND

**ANNUAL STOCKHOLDERS' MEETING**

Wednesday, May 23, 2018 at 3:00 PM

19<sup>TH</sup> FLOOR, PS BANK CENTER

PASEO DE ROXAS ST. MAKATI CITY

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**AGENDA**

- I. Call to Order
- II. Certification of Notice and Quorum
- III. Approval of the Minutes of the previous Annual Stockholders' Meeting held on May 24, 2017
- IV. Annual Report
- V. Ratification of Corporate Acts
- VI. Approval of the Stock Dividend
- VII. Amendment of the Articles of Incorporation
- VIII. Election of the Members of the Board of Directors
- IX. Appointment of External Auditor
- X. Adjournment

**Rizzina Sia**

**From:** Angelique B. Tabat <angelique.tabat@firstmetro.com.ph>  
**Sent:** April 25, 2018 17:22  
**To:** Patricia Carlota; Aguilbel Adraneda  
**Cc:** Melissa Reyes; Mary Love Alix; Charilyn Dee  
**Subject:** Prep for ETF ASM on May 23, 2018

Dear Patricia and Aguilbel,

Please be informed that the Annual Meeting of Stockholders of FIRST METRO PHILIPPINE EQUITY EXCHANGE TRADED FUND, INC. (FIRST METRO-ETF) will be held on Wednesday, May 23, 2018 at 3:00 P.M. at 19<sup>th</sup> Floor, Floor, PSBank Center 777 Paseo de Roxas Makati City, Philippines. In this regard, kindly please do necessary preparations including the reservation of venue and food catering.

Below is the usual checklist, for your reference.

Thank you.

<b>Event:</b>	Annual Stockholders' meeting of First Metro Philippine Equity Exchange Traded Fund, Inc.
<b>Point Person:</b>	
<b>Date:</b>	Wednesday, May 23, 2018
<b>Time:</b>	03:00PM Organizational Meeting of the Board of Directors (04:00PM)
<b>Venue:</b>	19 <sup>th</sup> Floor, PS Bank Center, Paseo de Roxas, corner Sedeño St., Makati City
<b>No. of pax:</b>	
<b>Budget</b>	
<b>Charge to</b>	
I.	<b>Materials</b>
a.	Tarp (banner, pull-up) Remarks FAMI Tarp, (Should we order a new tarp for OWN?)

b.	Nameplates	FAMI (Need list of names)
c.	Nametags	
d.	Invitation cards	
e.	Programme cards	
f.	Backdrop (tarp/ image splashscreen)	
g.	Token for VIPs/guest speakers	FAMI Corp Giveaways
h.	Giveaways for participants	FAMI Corp Giveaways
i.	Sign pens	FAMI
j.	Certificates	
k.	Registration sheets	FAMI Marketing
l.	Parking Reservation	FAMI Admin
II.	<b>Equipment</b>	
a.	LCD projector	FAMI
b.	Laptop (with remote, sound player)	FAMI
	Laptop (registration area)	
	Printer (registration area)	
c.	Audio visual presentation (optional)	
d.	Audio system	FAMI
e.	Background music	
f.	Microphones (lapel? Wireless?)	FAMI
III.	<b>Catering services</b>	FAMI
a.	Tables	
b.	Chairs	
c.	Food	
d.	Wine	
e.	Coffee (free flowing) - for seminars	
f.	Snacks - for seminars	
g.	More cups/glasses for coffe & snacks	
IV.	<b>Coverage</b>	
a.	Photo	FAMI
b.	Video	

c.	Voice Recorder		
d.	Press release		
e.	Advertisement		
f.	Media guests		
V.	<b>Program</b>		FAMI
a.	Invocation		
b.	National Anthem		
c.	Opening/Welcome Remarks		
d.	Closing Remarks		
e.	Host		
VI.	<b>Speakers</b>		
	Emcee/Moderator		FAMI
	Speakers		
VII.	<b>Venue</b>		FAMI
	Venue contract		
	Presidential tables		
	Chairs		
	Cocktail tables		
	Registration table		
	Floor plan/ Layout		
	Podium		
	AVP		
VIII.	<b>Program line up</b>		