



TAGAYTAY

FORA SERVICES, INC.
doing business as Quest Hotel Tagaytay

TO ALL STOCKHOLDERS:

Notice is hereby given that the Annual Meeting of the Stockholders of **FORA SERVICES, INC. doing business as Quest Hotel Tagaytay ("FOSI")** will be held on **Friday, 30 October 2026**, at **9:00 A. M.**, *via* remote communication (Microsoft Teams) in accordance with the Securities and Exchange Commission Memorandum Circular ("SEC MC") No. 6, Series of 2020.

The Agenda of the Meeting shall be as follows:

- I. Call to Order
- II. Certification of Quorum
- III. Approval of the Minutes of the last Annual Stockholders' Meeting held on 24 October 2025
- IV. President's Report
- V. Ratification of the 2025 Audited Financial Statements
- VI. Ratification of all Acts, Resolutions and Proceedings of the Board of Directors, Board Committees, and Management, from the date of the last Annual Stockholders' Meeting up to 30 October 2026
- VII. Election of Directors
- VIII. Appointment of External Auditor
- IX. Other Matters
- X. Adjournment

In compliance with SEC MC No. 6, Series of 2020, FOSI shall conduct its Annual Stockholders' Meeting online and the stockholders may attend and participate in the meeting by remote communication, voting *in absentia* and/or appointing the Chairman of the meeting as their proxy. The procedure and requirements for remote communication and voting *in absentia* will be explained in the Information Statement.

Only Stockholders of Record as of 5:00 PM of 05 September 2026 shall be entitled to vote at this meeting. Stockholders who wish to vote by proxy shall submit the same on or before 19 October 2026 to the Office of the Corporate Secretary, located at the 27th Floor, One Filinvest Building, Ortigas Avenue corner ADB Avenue, Ortigas Center, Pasig City. A proxy submitted by a corporation should be accompanied by a Corporate Secretary's Certificate quoting the board resolution designating a corporate officer to execute the proxy.

PLEASE NOTE THAT THE CORPORATION IS NOT SOLICITING PROXIES.

The Corporation's Information Statement, Management Report, and 2025 Audited Financial Statements will be made available and sent to its stockholders no later than 09 October 2026. Pursuant to SEC MC No. 6, Series of 2020, please be informed that there will be a visual and audio recording of the meeting.

Please be guided accordingly.



KATRINA O. CLEMENTE-LUA
Corporate Secretary