

ANVAYA COVE BEACH AND NATURE CLUB INC.

**2021 ANNUAL STOCKHOLDERS' MEETING
(the "Meeting")**

**REQUIREMENTS AND PROCEDURE FOR
ELECTRONIC VOTING IN ABSENTIA AND
PARTICIPATION BY REMOTE VIDEOCONFERENCING**

I. REGISTRATION

1. Stockholders as of **May 31, 2021** ("Stockholders") who wish to attend the meeting by remote videoconferencing facilities and vote *in absentia* must register online. To register, Stockholders must send an email to acbnc.agm@anvayacove.com informing the Corporation of their intention to attend by remote communication and vote *in absentia*.
2. Within two (2) business days of receiving the email, the Stockholders will be given a link to the shareholder registration system. They should follow the instructions sent to their e-mail address, complete the online registration form and submit it for validation.
3. In addition to the online registration form, the following are needed for registration:
 - (a) For individual Stockholders—
 - (i) A recent photo of the Stockholder, with the face fully visible (in JPG format). The file size should be no larger than 2MB;
 - (ii) A scanned copy of the front and back portions of the Stockholder's valid government-issued ID, preferably with residential address (in JPG format). The file size should be no larger than 2MB;
 - (iii) A valid and active e-mail address;
 - (iv) A valid and active contact number;
 - (b) For Stockholders with joint accounts —
 - (i) Documents and information requested in Paragraph 3(a)
 - (ii) A scanned copy of an authorization letter signed by all Stockholders, identifying who among them is authorized to cast the vote for the account (in JPG format). The file size should be no larger than 2MB;
 - (c) For Corporate Stockholders —
 - (i) A secretary's certificate attesting to the authority of the representative to vote for, and on behalf of the Corporation (in JPG format). The file size should be no larger than 2MB;
 - (ii) A recent photo of the stockholder's representative, with the face fully visible (in JPG format). The file size should be no larger than 2MB;
 - (iii) A scanned copy of the front and back portions of the valid government-issued ID of

the Stockholder's representative, preferably with residential address (in JPG format).
The file size should be no larger than 2MB;

- (iv) A valid and active e-mail address of the Stockholder's representative;
- (v) A valid and active contact number of the Stockholder's representative.

Important Note: The submission of incomplete or inconsistent information may result in an unsuccessful registration in which case the Stockholder will not be allowed access to the remote Meeting and vote electronically *in absentia*. However, depending on the reason for the unsuccessful registration, the Stockholder who was not able to register successfully may still be allowed by the Corporation to vote through the Chairman of the Meeting as proxy by submitting a duly accomplished proxy form on or before **July 20, 2021**.

Considering the extraordinary circumstances due to COVID-19, the Corporation shall allow electronic signatures for the required documents, as applicable. Notarization shall also be dispensed with at this time. However, the Corporation reserves the right to request additional information, and original signed and notarized copies of these documents at a later time.

4. The validation process will be completed by the Corporation within three (3) business days from the date of the Stockholder's receipt of an e-mail from the Corporation acknowledging the registration. Once validated, the Stockholder will receive an e-mail confirmation on his or her successful registration.

II. VOTING IN ABSENTIA OR BY PROXY

1. Stockholders who have successfully registered will be given the link to the online voting system to provide them the opportunity to vote *in absentia*. The deadline for registration to vote *in absentia* is **July 20, 2021**. Beyond this date, Stockholders may no longer avail of the option to vote *in absentia*.
2. All agenda items indicated in the Notice of the Meeting will be set out in the digital absentee ballot and the registered Stockholder may vote as follows:
 - (a) For items other than the Election of Directors, the registered Stockholder has the option to vote: For, Against, or Abstain. The vote is considered cast for all the registered Stockholder's shares.
 - (b) For the Election of Directors, the registered Stockholder may vote for all nominees, not vote for any of the nominees, or vote for some nominees only, in such number of shares as preferred by the Stockholder, provided that the total number of votes cast shall not exceed the number of shares owned, multiplied by the number of directors to be elected.
3. Once voting on the agenda items is finished, the registered Stockholder can proceed to submit the accomplished ballot by clicking the 'Submit' button. The online system will prompt the Stockholder to confirm the submission of the ballot. The votes cast *in absentia* will have equal effect as votes cast in person or by proxy.
4. After the ballot has been submitted, Stockholders may no longer change their votes.

5. Stockholders who wish to vote by proxy will only need to submit the duly filled up and signed proxy form sent to them by email and send it by return email to acbnc.agm@anvayacove.com on or before **July 20, 2021**.
6. The office of the Corporate Secretary of the Corporation will count and tabulate the votes cast *in absentia* together with the votes cast by proxy.

III. PARTICIPATION BY REMOTE VIDEOCONFERENCING

1. Stockholders who are registered under the online system can attend the Meeting on **July 30, 2021** by remote videoconferencing by clicking the live feed access provided in the email.
2. Only Stockholders who have notified the Company of their intention to participate in the Meeting by remote videoconferencing will be included in determining the quorum, together with the Stockholders who voted *in absentia* and by proxy.
3. As the Meeting will be held via a one-way live webcast, stockholders who have questions or comments for Management must submit their questions not later than **July 27, 2021** by email to acbnc.agm@anvayacove.com in order that their questions could be taken up or addressed during the live webcast.
4. All materials of the meeting, including the Information Statement and President's 2020 Annual Report, may be accessed by the Stockholders at the Corporation's website at <https://anvayacove.com/beach-nature-club/>.
5. A link to the recorded webcast of the Meeting will be posted on the Company's website after the Meeting.

Important Note: The Definitive Information Statement, Statement of Management Responsibility, 2020 Annual Report, Minutes of the 2020 Annual General Stockholders' Meeting and other materials for the meeting may be accessed in the Corporation's website.