

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF  
RAROCO INSURANCE BROKERS, INC.**

The Special Meeting of the Board of Directors of RAROCO INSURANCE BROKERS, INC. duly held at Room 608 Ferros Bel Air Tower 30 Polaris St., Makati City on June 2, 2023 at 3:00 PM.

Present:

RAMON A. ROCO  
RAMON M. HIDALGO  
MARIE DENISE H. ROCO  
ANGELINA H. ROCO  
LORENZO ANGELO H. ROCO  
KATRINA ANGELA A. MANAHAN  
MIKAELA ANDREA HIDALGO SISON

**I. CALL TO ORDER**

The President, Marie Denise Roco – De Leon, called the meeting to order and presided over the same.

**II. QUORUM**

The Corporate Secretary, Katrina Angela A. Manahan, certified as to the existence of a quorum. Thereupon, the President declared the meeting duly constituted and ready to transact business.

**III. ERNA ROVERA-SANTIAGO AS CORPORATE SECRETARY**

The Board of Directors at its meeting held today, 02 June 2023 passed the following resolution:

**“RESOLVED**, that the Corporate Secretary of the company KATRINA ANGELA A. MANAHAN has tendered her resignation to the company effective June 30, 2023. ERNA ROVERA-SANTIAGO is appointed as the new CORPORATE SECRETARY starting July 01, 2023.

All terms and arrangement provided in the Consultancy Agreement”

**IV. ADJOURNMENT**

There being no other matter to be discussed, the meeting was adjourned at 4:00 in the afternoon.

IN WITNESS of the foregoing proceedings, the participating members have hereunto affixed their signatures this 2<sup>nd</sup> Day of June, 2023.

CERTIFIED CORRECT:



**KATRINA ANGELA A. MANAHAN**  
Corporate Secretary

ATTESTED BY:



**MARIE DENISE ROCO DE LEON**  
President

MINUTES READ AND APPROVED BY:



**RAMON A. ROCO**  
Chairman



**ANGELINA H. ROCO**  
Treasurer/Director



**RAMON M. HIDALGO**  
Vice-President/Director



**LORENZO ANGELO H. ROCO**  
Non- Executive Director



**MIKAELA ANDREA HIDALGO-SISON**  
Non- Executive Director

REPUBLIC OF THE PHILIPPINES )  
CITY OF MAKATI ) S.S.

### SECRETARY'S CERTIFICATE

I, KATRINA ANGELA A. MANAHAN, of legal age, Filipino, married, and with residential address at 42 Luzon drive Ayala Alabang Muntinlupa, after having been duly sworn in accordance with the law, do hereby depose and state that:

1. ERNA ROVERA-SANTIAGO is duly appointed as CORPORATE SECRETARY of RAROCO INSURANCE BROKERS, INC., a corporation duly organized and existing under and by virtue of the Republic of the Philippines, with principal office at Rm 608 Ferros Bel-Air Tower, 30 Polaris St., Makati City;
2. At the special meeting of the Board of Directors/Stockholders on June 02, 2023, the following resolution were passed and unanimously approved and adopted, to wit:

"**RESOLVED**, that the Corporate Secretary of the company KATRINA ANGELA A. MANAHAN has tendered her resignation to the company effective June 30, 2023. ERNA ROVERA-SANTIAGO is appointed as the new CORPORATE SECRETARY starting July 01, 2023.

### BOARD RESOLUTION NO. 23-08

IN WITNESS WHEREOF, I hereby affix my signature this JUN 19 2023 day of \_\_\_\_\_, at Makati City.

*K. Manahan*  
**KATRINA ANGELA A. MANAHAN**  
Corporate Secretary

SUBSCRIBED AND SWORN, to me before this JUN 19 2023 day of \_\_\_\_\_, at \_\_\_\_\_, affiant exhibiting to me his/her Government Issued ID with ID No. \_\_\_\_\_, issued at \_\_\_\_\_, on \_\_\_\_\_.

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Book No. 447 ;  
Series of 7013

**NOTARY PUBLIC**  
**ATTY. GEORGE DAVID D. SITON**  
NOTARY PUBLIC FOR MAKATI CITY  
APPT. NO. M-61 - UNTIL DEC. 31, 2023  
ROLL NO. 68402 / MCLE COMPLIANCE NO. 100000036/2-15-2022  
IBP O. No. 007027 - EFFECTIVE DATE: MAY 5, 2017  
PTR No. 8891800-1 - VALID UNTIL: MAKATI CITY  
EXECUTIVE BLDG. CENTER MAKATI AVE., COR. JUPITER ST., MAKATI CITY