

**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 November 17, 2025 at 10:00AM.

**Present:**

RAMON A. ROCO  
MARIE DENISE ROCO – DE LEON  
RAMON M. HIDALGO  
ANGELINA H. ROCO  
LORENZO ANGELO H. ROCO  
ERNA ROVERA - SANTIAGO  
REGINA ROSARIO P. GARRUCHO  
KATRINA BIANCA T. TAMAYAO  
MIKAELA ANDREA H. SISON

**Absent:**

**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, Erna Rovera - Santiago, certified as to the existence of a quorum. Thereupon, the President declared the meeting duly constituted and ready to transact business.

**III. APPOINTMENT OF DATA PRIVACY RESPONSE TEAM**

The Board of Directors at its meeting held today, November 17, 2025 discussed the following:

**“RESOLVED**, that the company has appointed the following employee to be the Data Privacy Response Team in compliance with the Data Privacy Act 2012.

Erna R. Santiago – DPO  
Angeloue Y. Galgao – IT Officer  
Faustino S. Manahan Jr. – Admin & HR Senior Officer

**“RESOLVED**, that the appointed Data Privacy Response Team shall periodically conduct a Privacy Impact Assessment to identify risks in the Data Processing Systems. The Data Privacy Response Team shall likewise periodically review the existing policies and procedures of the Company with regard to data privacy, including Data Privacy Manual and its implementation.

**IV. ADJOURNMENT**

There being no other matter to be discussed, the meeting was adjourned at 11:00 in the morning.

*Handwritten signatures and initials on the left margin:*  
- Top: A signature that appears to be "Angela H. Roco".  
- Middle: A signature that appears to be "Erna R. Santiago".  
- Bottom: A signature that appears to be "Erna R. Santiago".

IN WITNESS of the foregoing proceedings, the participating members have hereunto affixed their signatures this 17<sup>th</sup> day of November 2025.

CERTIFIED CORRECT:

  
**ERNA ROVERA - SANTIAGO**  
Corporate Secretary

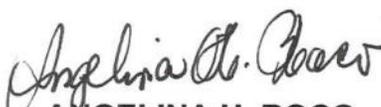
ATTESTED BY:

  
**MARIE DENISE ROCO DE LEON**  
President

MINUTES READ AND APPROVED BY:

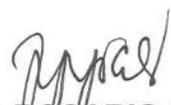
  
**RAMON A. ROCO**  
Chairman

  
**RAMON M. HIDALGO**  
Vice President

  
**ANGELINA H. ROCO**  
Treasurer

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

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

  
**REGINA ROSARIO P. GARRUCHO**  
Independent Director

  
**KATRINA BIANCA T. TAMAYAO**  
Independent Director

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

**SECRETARY'S CERTIFICATE**

I, Erna Rovera - Santiago, of legal age, being the duly elected and incumbent Corporate Secretary of RAROCO Insurance Brokers, Inc. (the "Corporation"), a domestic corporation duly organized and existing under and by virtue of Philippine laws, with principal office at Room 608 Ferros Bel Air Tower 30 Polaris St., Makati City, after having been sworn according to law, hereby depose and state:

1. **"RESOLVED**, that the company has appointed the following employee to be the Data Privacy Response Team in compliance with the Data Privacy Act.  
Erna R. Santiago – DPO  
Angeloue Y. Galgao – IT Officer  
Faustino S. Manahan Jr. – Admin & HR Senior Officer

**"RESOLVED**, that the appointed Data Privacy Response Team shall periodically conduct a Privacy Impact Assessment to identify risks in the Data Processing Systems. The Data Privacy Response Team shall likewise periodically review the existing policies and procedures of the Company with regard to data privacy, including Data Privacy Manual and its implementation.

2. At the special meeting of the Board of Directors/Stockholders on November 17, 2025, the following resolution were passed and unanimously approved and adopted, to wit:

**BOARD RESOLUTION NO. 25-17**

**"RESOLVED**, that all agenda being discussed in the meeting are hereby agreed and approved by all board of directors.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

  
CORPORATE SECRETARY

SUBSCRIBED AND SWORN to before me this 21 NOV 2025 day of Manila City by affiant who exhibited to me his/her Community Tax Certificate/Passport Number \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

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Book No. IV  
Series of 2025

**NOTARY PUBLIC**  
ATTY. BRIN JACOB D. MENTINA  
Commission No. 2024-54 valid until December 31, 2025  
City of Manila  
Unit 10 Ground Floor Newton Plaza Mall  
4408 Old Sta. Mesa St., Brgy. 592, Sta. Mesa, Manila  
Roll of Attorneys No. 91976  
IBP No. 509443, 01/15/2025, Manila II  
MCLE Compliance No. VIII - 0033780  
PTR. No. MLA2110564, City of Manila issued on 01/15/2025