



Armed Forces and Police Mutual Benefit Association, Inc.

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GUIDELINES IN AFPMBAI REGULAR MEMBERS' PARTICIPATION IN THE 20 MAY 2023 VIRTUAL ANNUAL GENERAL MEMBERSHIP MEETING

In light of the continuing COVID-19 pandemic, the 2023 Annual General Meeting (AGM) of AFPMBAI shall be held via video conference. The meeting shall be conducted virtually for the general membership, accessible to regular members of the Association who may participate in the meeting after having completed the registration and validation procedures.

Who May Register

1. Only Regular Members of AFPMBAI are allowed to register and participate in the AGM scheduled on 20 May 2023 at 2:30 PM. Also, only Regular Members are qualified to be proxies of other regular members for the AGM.
2. Per Article II Section 2 of the Bylaws, the Regular Members of the Association are the following:
 - a. Military personnel in the active service of the Armed Forces of the Philippines (AFP);
 - b. Uniformed personnel in the active service of the Philippine National Police (PNP), Bureau of Fire Protection (BFP), Bureau of Jail Management and Penology (BJMP), and Philippine Coast Guard (PCG); and
 - c. Retired and honorably separated or discharged AFP, PNP, BFP, BJMP, and PCG personnel who converted their basic insurance into paid up insurance or purchased optional insurance.

Pre-Registration

1. Regular members as of 30 April 2023 may register online for the AGM through the AFPMBAI Website: www.afpmbai.com.ph . Click on the 2023 AGM link on the AFPMBAI Website (<https://bit.ly/AFPMBAI-AGMM2023>) and proceed by filling out all the information required for registration.
2. The following information shall be required from the members upon registration:
 - a. Serial Number
 - b. Last Name
 - c. First Name
 - d. Middle Name

- e. Suffix
- f. Branch of Service
- g. Date of Birth
- h. Email Address
- i. Contact number (Cellphone Number)
- j. Name of Proxies (as applicable) with the same information as the registrant
- k. GCash/ATM Account Details

This information gathered from the members shall be immediately deleted from the records of the Association at the conclusion of the AGM and all its related activities, or not later than one (1) month after the AGM.

3. Online registration for the AGM will begin at 12 Noon on 10 April 2023 and end at 12 Noon on 28 April 2023.
4. Regular members who will pre-register are required to use the same email address and name during the pre-registration and when logging onto Zoom on May 20. This is to ensure that the same regular member who pre-registered will be the one attending, voting, and becoming eligible to raffle prizes.
5. Registration of proxies will also be conducted during the same period. The proxy form is available for downloading in the AFPMBAI website and should be filled-out by the regular member who is appointing his proxy. The proxy form should also be duly signed by the regular member's administering officer or should be notarized.
6. A scanned copy of the duly accomplished, signed and/or notarized proxy forms are to be sent electronically to bd.relations@afpmbai.ph by 12 Noon of 28 April 2023.
7. Only those members and proxies whose information and identities have been validated to be qualified to attend may be eligible to join and participate in the virtual meeting of the AGM on 20 May 2023.
8. Duly registered members will be required to download the Zoom application in the device they will be using for the 20 May 2023 AGM.
9. Duly registered regular members may also submit their candidates for Board seats according to the Rules on Nomination for the 2023 AGM.

Registration and Protocol for the AGM on 20 May 2023

1. The virtual meeting of the AGM shall be accessible only to all duly pre-registered members who have voted by 12 Noon of 12 May 2023 and are in the meeting room by 1:45 PM of 20 May 2023.

2. Pre-registered members will be sent an invitation via e-mail for them to register for the meeting and to vote starting at 12 Noon of 8 May 2023.
3. Upon voting successfully, the member will be considered registered for the event and will receive a confirmation notice together with the link to the virtual meeting. The link is unique to each participant and cannot be transferred or shared to other members.
4. On 20 May 2023, all registered members must be in the virtual meeting room by 1:45 PM, after which the meeting room shall be closed and registered members can no longer join the meeting.
5. If his audio has not been automatically muted by the host, once in the meeting the member should click the Mute icon to turn off his microphone, unless he is asked to or wishes to speak. This is to avoid the entry of unnecessary background noise that may disrupt the proceedings.
6. As in previous AGMs, the following protocols must be observed by the registered member who is participating in the meeting:
 - a. Listen attentively to the discussions.
 - b. Should the member have questions or comments, he can raise them at the appropriate time by clicking the Palm icon (raised hand) on the screen.
 - c. Once acknowledged by the presiding officer, the member should turn on his microphone and request the presiding officer if he may be acknowledged.
 - d. Only one member will be acknowledged at a time.
 - e. If the member has been acknowledged by the presiding officer, he should state clearly his rank, name, designation or unit assignment.
 - f. The member shall ask his question or state his comment politely and clearly. Once his query/ies and/or comment/s have been addressed, he should acknowledge that he has been clarified or thank the presiding officer for acknowledging his comment/s.
 - g. The member shall click the Mute icon immediately after his discussion.

Voting Process

1. Per Notice of Meeting for the AGM, the members whose identities had been validated and who had been successfully registered for the meeting, will be asked to vote on the following matters:
 - a. Approval of the Minutes of the Meeting of the 21 May 2022 AGM;
 - b. Ratification of the Acts and Resolutions of the Board of Trustees, Corporate Officers, and Management from 1 April 2022 to 31 March 2023;
 - c. Approval of the Selection of External Auditor for CY2023 & CY2024 Statutory Audit (AFPMBAI & AERP)
 - d. Approval of the Proposed Amendments to AFPMBAI's Bylaws
 - e. Approval of the Proposed Amendments to the Policy on Board Per Diem and Allowances
 - f. Election of the Members of the Board of Trustees for CY 2023-2024; and

3. Google Meet, however, only has a capacity of 250 participants. Hence, once this limit is reached, others will be declined entry in the virtual meeting. Sincerest apologies will be sent accordingly.

Recording of the Proceedings of the 2023 AGM

Audio and video recordings of the 20 May 2023 AGM shall be kept in custody of the Corporate Secretary, and shall be the basis for the preparation of the Minutes of the Meeting for the AGM.

Raffle Draw

Scope and Duration

This raffle draw is intended for the AFPMBAI's AGM to be held on 20 May 2023 via video conference.

How to Qualify

1. Regular Members have three types of raffle categories that they can qualify for, namely:

Consolation Prizes – Pre-Drawn
Minor Prizes – Pre-Drawn
Major Prizes – Live Draw

2. Regular Members are those as defined in the AFPMBAI By-Laws, Article II Section 2. AFPMBAI employees, corporate officers, and trustees who are included under this definition may qualify for the raffle categories.
3. To qualify for the Consolation and Minor Prizes (Pre-Drawn), participants must have successfully pre-registered on or before the registration deadline and have cast their votes for the 20 May 2023 AGM.
4. To qualify for the raffle draw of major prizes, members must have cast their votes, log in to the virtual AGM not later than 1:45 PM on the day of the AGM, and be included in the confirmed attendance list submitted by the AGM Verification Committee.

Raffle Prizes

Raffle entries will vie for the following prizes:

Major Prizes (Cash) – Live Draw

First (1st) Prize	One (1) Winner of Fifty Thousand Pesos (PhP50,000)
Second (2nd) Prize	One (1) Winner of Thirty Thousand Pesos (PhP30,000)
Third (3rd) Prize	One (1) Winner of Twenty-five Thousand Pesos (PhP25,000)
Fourth (4th) Prize	One (1) Winner of Twenty Thousand Pesos (PhP20,000)
Fifth (5th) Prize	One (1) Winner of Fifteen Thousand Pesos (PhP15,000)

Minor Prizes (Cash) – Pre-Registered Draw

Ten (10) Winners	Five Thousand Pesos (PhP5,000) each
Ten (10) Winners	Three Thousand Pesos (PhP3,000) each
Ten (10) Winners	Two Thousand Pesos (PhP2,000) each
Ten (10) Winners	One Thousand Five Hundred Pesos (PhP1,500) each

Consolation Prizes – Pre-Registered Draw

Consolation Prizes worth one thousand pesos (PhP1,000) each for 100 winners shall be raffled off to all those who pre-registered for the AGM.

All Consolation Prizes shall be raffled on a pro-rata basis among the branches of service, depending on the actual number of AGM registrants per branch of service.

All prizes are non-transferable.

Drawing of Winners

1. Each registered member/attendee is entitled to one (1) raffle entry only.
2. The electronic raffle entries shall be raffled off using an E-Raffle Software developed by the IT Division of AFPMBAI, which has been scrutinized and approved by the DTI-FTEB.
3. The LIVE raffle draw of five (5) Major Prizes shall be held after the conclusion of the AGM Meeting.

Note: Only pre-registered members who voted and who logged in to the AGM not later than 8:15 AM on 20 May 2023 shall be included in the live raffle draw of the five Major Prizes.

4. The forty (40) Minor Prizes shall be raffled off among all pre-registered members validated by UPMD, with no pro-rata distribution per BOS. All Minor Prizes will be PRE-DRAWN. The draw date will be on 19 May 2023 at 2:00 PM.
5. The one hundred (100) Consolation Prizes shall be raffled off on a pro-rata basis to all members, based on the list of pre-registered members per BOS validated by the Verification Committee. All Consolation Prizes will be PRE-DRAWN. The draw date will be on 19 May 2023 at 2:00 PM.

(Example: If there are 100 registrants from the Philippine Army out of 500 total registrants, then the PA shall be allocated 20% (100 divided by 500) of the consolation prizes.)

6. For the live draw of major prizes, each winner will be given thirty (30) seconds to signify their presence in the virtual event by typing the following in the Zoom chatbox:

PRESENT + RANK + FULL NAME +BOS
Ex. PRESENT CPL JUAN DELA CRUZ PA
7. In the event that the winner is not able to signify presence within the 30 seconds given, another winner will be drawn and will again be given 30 seconds to comply with the supposed requirement to be declared the winner. This process of drawing a winner will be done until a third try, after which, if all fail to show proof of presence, the first name drawn shall be declared the winner.
8. Winners of the Minor and Consolation Prizes shall be allowed to participate and win in the Major Prizes Live Draw, provided they log in to the AGM not later than 8:15 AM on 20 May 2023 and indicate their presence when their name is drawn as a winner during the live draw.
9. Raffle winners for any of the draws can win only once. In the event that a winner's name gets drawn again for another prize, the winner shall get the higher prize and another winner will be drawn for the previous prize won.
10. Both the pre-draws and live draw shall be witnessed by representatives from the Internal Audit Office, Marketing, BRO, and ITD. The drawing of winners will be documented.

Announcement and Awarding of Winners

1. Names of winners will be posted during the AGM Videoconference ONLY.
2. Marketing will communicate via text blast to all winners regarding the specific prize they won during the AGM Raffle.
3. The cash prizes of all winners will be deposited to the members' respective GCASH and/or ATM account details taken during the online registration.
4. Marketing Division will consolidate all details and submit to the Cash Management Department (CMD). CMD will then deposit the cash prizes to the respective winners.

For clarification on these guidelines, please contact our Corporate Secretary at bd.relations@afpmbai.ph