



Armed Forces and Police Mutual Benefit Association, Inc.

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GUIDELINES IN AFPMBAI REGULAR MEMBERS' PARTICIPATION IN THE 18 MAY 2024 VIRTUAL ANNUAL GENERAL MEMBERSHIP MEETING

The 2024 Annual General Meeting (AGM) of AFPMBAI shall be held via video conference in order to encourage maximum participation of the Association's regular members nationwide. Regular members of the Association who are entitled to vote 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 **18 May 2024 at 2:30 P.M.** 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), Philippine Coast Guard (PCG); and Bureau of Corrections (BuCor);
 - c. Retired and honorably separated or discharged AFP, PNP, BFP, BJMP, PCG and BuCor personnel; and
 - d. Civilian employees of the AFPMBAI.

Pre-Registration

1. Regular members as of 31 March 2024 may register online for the AGM through the AFPMBAI Website: www.afpmbai.com.ph . Click on the 2024 AGM link on the AFPMBAI Website (<https://bit.ly/AFPMBAI-AGM2024>) 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. 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 12 April 2024 and end at 12 Noon on 30 April 2024.
- 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 18. 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 26 April 2024.
- 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 18 May 2024.
- 8. Duly registered members will be required to download the Zoom application in the device they will be using for the 18 May 2024 AGM.
- 9. Duly registered regular members may also submit their candidates for Board seats according to the Rules on Nomination for the 2024 AGM.

Registration and Protocol for the AGM on 18 May 2024

- 1. The virtual meeting of the AGM shall be accessible only to all duly pre-registered members who have voted by 12 Noon of 10 May 2024 and are in the meeting room by **1:45 PM of 18 May 2024.**

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 6 May 2024.
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 18 May 2024, all registered members must be in the virtual meeting room by **1:45 P.M.**, after which the meeting room shall be closed and registered members can no longer join the meeting.
5. If his/her 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/she 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/she 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/her 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/she should state clearly his rank, name, designation or unit assignment.
 - f. The member shall ask his/her question or state his/her comment politely and clearly. Once his/her query/ies and/or comment/s have been addressed, he/she should acknowledge that he/she has been clarified or thank the presiding officer for acknowledging his/her comment/s.
 - g. The member shall click the Mute icon immediately after his/her discussion.

Voting Process

1. Per Notice of Meeting for the AGM, the members whose identities were validated and who have 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 20 May 2023 AGM;
 - b. Ratification of the Acts and Resolutions of the Board of Trustees, Corporate Officers, and Management from 1 April 2023 to 31 March 2024;
 - c. Approval of Board Per Diem and Allowances;
 - d. Election of the Members of the Board of Trustees for CY 2024-2025; and

- e. Approval of such Other Matters as may be raised from the floor by the Management or by the Board with the permission of the majority of the Board of Trustees and majority of the duly-registered members.
2. The duly-registered members will also be asked to note the following reports:
 - a. Report of the President and CEO;
 - b. The Audit Committee Annual Report for CY 2023;
 - c. Report of the Governance Committee;
 - d. Update on the Proposed Amendment to AFPMBAI's Bylaws;
 - e. Report of the Risk Oversight and Related Party Transaction Committee; and
 - f. Report of the Nomination Committee.
 3. For this year's AGM, the registered members will also be asked to give feedback regarding the performance of the AFPMBAI Board of Trustees, as part of governance best practices.
 4. Beginning 6 May 2024, at 12 Noon, materials for the matters for approval and notation as listed above will be available in the AFPMBAI Website for members who are duly-registered for the AGM.
 5. An online ballot shall also be available for the registered members to cast their votes for the matters here presented by 12 Noon of 6 May 2024. The member must completely fill out the ballot not later than 12 Noon of 10 May 2024. Votes received beyond 12 Noon on 10 May 2024 will no longer be counted.
 6. The Head of the Information Technology Division shall certify and the Head of the Internal Audit Office shall validate the tally of votes.
 7. The certified and validated tally of the votes shall be read after each matter has been taken up during the 18 May 2024 meeting and the voting results of the entire proceedings shall be published in the AFPMBAI Website by the next working day after the meeting, by 12 Noon of 20 May 2024.
 8. The votes of duly-registered members who are able to cast their vote by 12 Noon of 10 May 2024, but were unable to join the meeting on 18 May 2024, will still be counted and they shall also be counted in the determination of the quorum for the said meeting.

Meeting Platform

1. The online platform for the 2024 AGM shall be the Zoom application. All regular members who will be participating in the meeting are requested to download this application in the gadgets they will be using for the 2024 AGM.

2. In the event that there is a technical glitch and the meeting cannot proceed via Zoom, duly-registered members will be sent a message via their registered e-mail addresses to join the meeting via the back-up platform of Google Meet.
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 2024 AGM

Audio and video recordings of the 18 May 2024 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 Annual General Membership Meeting (AGM) to be held on 18 May 2024 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

Regular Members are those as defined in the AFPMBAI By-Laws, Article II Section 2.

2. **ONLINE PRE-REGISTRATION** is required to qualify for all prizes mentioned in item 1. The pre-registration period is from 12 April 2024 to 30 April 2024.
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 18 May 2024 AGM.
4. To qualify for the raffle draw of Major Prizes (Live Draw), members must have cast their votes and logged-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

1. Raffle entries will vie for the following prizes:

- Major Prizes (Cash) – Live Draw
 - First (1st) Prize One (1) Winner Fifty Thousand Pesos (P50,000)
 - Second (2nd) Prize One (1) Winner Thirty Thousand Pesos (P30,000)
 - Third (3rd) Prize One (1) Winner Twenty-five Thousand Pesos (P25,000)
 - Fourth (4th) Prize One (1) Winner Twenty Thousand Pesos (P20,000)
 - Fifth (5th) Prize One (1) Winner Fifteen Thousand Pesos (P15,000)

- Minor Prizes (Cash) – Pre-Drawn
 - Ten (10) Winners Five Thousand Pesos (P5,000) each
 - Ten (10) Winners Three Thousand Pesos (P3,000) each
 - Ten (10) Winners Two Thousand Pesos (P2,000) each
 - Ten (10) Winners One Thousand Five Hundred Pesos (P1,500) each

- Consolation Prizes – Pre-Drawn

Consolation Prizes worth one thousand pesos (P1,000) each for 200 winners shall be raffled off to all those who pre-registered to 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.

2. All AFPMBAI employees, corporate officers, and Board members are EXCLUDED from any of the raffle prizes.

3. 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 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 members who pre-registered, voted, and logged-in to the AGM not later than **1:45 PM on 18 May 2024** 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 AGM Verification Committee, with pro-rata distribution per BOS. All Minor Prizes will be PRE-DRAWN. The draw date will be on May 17, 2024 at 2:00 PM.
5. The two hundred (200) 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 AGM Verification Committee. All Consolation Prizes will be PRE-DRAWN. The draw date will be on May 17, 2024 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 forty-five (45) 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 45 seconds given, another winner will be drawn and will again be given 45 seconds to comply with the supposed requirement to be declared 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 previously drawn shall be declared 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 **1:45 PM on 18 May 2024** 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 and will be removed in the succeeding draws.
10. Both the pre-draws and live draw shall be witnessed by representatives from the Internal Audit Office, Marketing, BRO, and ITD. Drawing of winners shall 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 message 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 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