# MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS OF

#### JOLLIVILLE HOLDINGS CORPORATION

Held at its principal office on 3 July 2013

#### PRESENT:

JOLLY L. TING
NANETTE T. ONGCARRANCEJA
LOURDES G. TING
DEXTER E. QUINTANA
ERNESTO S. ISLA
RODOLFO L. SEE
ORTRUD T. YAO

#### **CALL TO ORDER**

The Chairman, Mr. Jolly L. Ting, called the meeting to order and presided over the same. The Assistant Corporate Secretary, Ms. Ortrud T. Yao, recorded the minutes of the proceedings.

#### **CERTIFICATION OF QUORUM**

All of the members of the Board being present, the Corporate Secretary certified the existence of a quorum for the transaction of business at hand.

#### ELECTION OF OFFICERS AND COMMITTEE MEMBERS

The Chairman opened the nominations for the election of the Corporation's officers. Upon nominations duly made and seconded, the Board elected the following persons to the positions set forth opposite their names for the year 2013-2014, to serve as such until their successors shall have been duly elected and qualified:

Jolly L. Ting - Chairman/CEO
Nanette T. Ongcarranceja - President/COO
Lourdes G. Ting - Vice President
Maria Cecilia V. Soria - Corporate Secretary

Ortrud T. Yao - Treasurer/CFO, Assistant Corporate Secretary and Compliance Officer

The following were likewise elected as members of the different Board committees for the year 2013-2014 pursuant to the Corporation's By-Laws and Manual of Corporate Governance, to serve as such for the ensuing year and until their successors shall have been duly elected and qualified:

#### **Executive Committee**

- 1. Jolly L. Ting (Chairman)
- 2. Nanette T. Ongcarranceja
- 3. Ortrud T. Yao

#### **Audit and Risk Committee**

- 1. Dexter E. Quintana (Chairman)
- 2. Rodolfo L. See
- 3. Ortrud T. Yao

#### **Nomination Committee**

- 1. Lourdes G. Ting (Chairman)
- 2. Dexter E. Quintana
- 3. Nanette T. Ongcarranceja

# Compensation and Remuneration Committee

- 1. Nanette T. Ongcarranceja (Chairman)
- 2. Ortrud T. Yao
- 3. Ernesto S. Isla

#### **ADJOURNMENT**

There being no other matters to be discussed, the meeting was thereupon adjourned.

JOLLY L. TING

NANETTE T. ONGCARRANCEJA

ORTRUD T. YAO

LOURDES G. TING

DEXTER E. QUINTANA

RODOLEOL. SEE

ERNESTO S. ISLA

Attested by:

JOLLY L. TING

Chairman

ORTRUD T. YAO

**Assistant Corporate Secretary** 

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#### MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF

### JOLLIVILLE HOLDINGS CORPORATION

Held at the Principal office of the Corporation on April 30, 2014

#### **DIRECTORS' PRESENT**

JOLLY L. TING
NANETTE T. ONGCARRANCEJA
LOURDES G. TING
ORTRUD T. YAO
DEXTER QUINTANA
RODOLFO L. SEE
ERNESTO S. ISLA

#### 1. CALL TO ORDER

The President, Ms. Nanette T. Ongcarranceja, called the meeting to order and presided over the same. Ms. Ortrud T. Yao acted as Secretary of the meeting and recorded the minutes of the proceedings.

#### 2. <u>SECRETARY'S PROOF OF NOTICE AND DETERMINATION OF QUORUM</u>

All of the members of the Board of Directors being present, the Secretary certified that notices of the meeting had been sent to all directors and further certified the existence of a quorum for the transaction of the business at hand.

# 3. RENEWAL OF LOAN WITH RIZAL COMMERCIAL BANKING CORPORATION (RCBC)

The Management recommended to the Board the renewal of Loan with RIZAL COMMERCIAL BANKING CORPORATION

Upon motion made and duly seconded, the Board approved the following resolutions:

"RESOLVED, that RIZAL COMMERCIAL BANKING CORPORATION (the "Bank") and /or any of its branches, be as it hereby is designated as the depository of the moneys and funds of this Corporation and that each of the officers, agents and employees of this Corporation is hereby authorized to deposit any of the Corporation's funds in said Bank, and said Bank is hereby authorized to pay, encash or otherwise honor and charge to this Corporation, without inquiry as to whether the same be drawn or required for the Corporation's business or benefit, any and all checks, notes, drafts, bills of exchange, acceptances, orders or other instruments for the payment of money or other withdrawal of funds, including those which may cause an overdraft, when assigned, made, drawn, accepted or endorsed on behalf of or in the name of this Corporation by any of the following officers:

## NAME POSITION

1. Jolly L. Ting

2. Nanette T.Ongcarranceja

3. Ortrud T. Yao

Chairman President

Chief Financial Officer

**RESOLVED FURTHER**, that the Bank is authorized to receive for deposit or collection any items purporting to be endorsed in the name of the Corporation, and hereby ratifying and approving all that the Bank may do or cause to be done, including execution of agreements or contracts with such authorized officers, or acting on the instructions, whether written or verbal, of said authorized officers, on matters relating to the Bank accounts of the Corporation;

## RESOLVED FURTHER, that any of the following officers:

#### NAME

#### **POSITION**

1.	Jolly L. Ting	Chairman
2.	Nanette T.Ongcarranceja	President

3. Ortrud T. Yao Chief Financial Officer

be, as they/he are/is hereby, authorized to negotiate, apply for, borrow and obtain loans and other credit accommodations for this Corporation from said Bank in such amount and under such terms as are or may be required by the Bank, including the renewals, extensions, increases or restructuring thereof, and to make, execute, sign and deliver promissory notes, drafts, acceptances, agreements and any other agreement of this Corporation, in the form satisfactory to said Bank and as security thereof, to assign, pledge or mortgage, bills of account, receivables, warehouse receipts, shares of stocks, merchandise, real estate or any other property of any nature or description now held or may be held by and belonging to this Corporation, as may be required and may be acceptable to the Bank;

RESOLVED FINALLY, that all the foregoing authorities shall continue to be in full force and effect until revoked or modified by a resolution to that effect adopted by the board of directors of the Corporation, duly attested in a notarized certificate, issued by its duly-appointed Corporate Secretary and conveyed in a written notice actually received by the Bank at its office where the account of the Corporation is then maintained, provided that such notice shall not be effective with respect to any exercise of said authorities prior to the receipt thereof, nor with respect to any checks or other instrument for the payment of money or the withdrawal of funds dated to the date of such notice, but presented to the Bank prior to the receipt of such notice; and said Bank is hereby authorized at all times to rely upon the latest notice, certificate or communication received by it when so authenticated by the Secretary or as Assistant Secretary of this Corporation."

# 4. ENTER INTO A MUTUAL CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT WITH RIZAL COMMERCIAL BANKING CORPORATION (RCBC)

The Management recommended to the Board to enter into Mutual Confidentiality and Non-Disclosure Agreement with RIZAL COMMERCIAL BANKING CORPORATION (RCBC).

Upon motion made and duly seconded, the Board approved the following resolutions:

"RESOLVED, AS IT IS HEREBY RESOLVED, that the Board of Directors unanimously approved to enter into a Mutual Confidentiality and Non-Disclosure Agreement with RIZAL COMMERCIAL BANKING CORPORATION (RCBC).

**RESOLVED, FURTHER**, that the President Ms. NANETTE T. ONGCARRANCEJA and Marketing Consultant, Mr. ROLANDO O. TING, hereby authorized to enter and sign the Mutual Confidential and Non-Disclosure Agreement with RCBC."

# **ADJOURNMENT**

There being no further business to transact, the meeting was there upon adjourned

JOLLY L. TING

NANETTE T. ONGCARRANCEJA

LOURDES G. TING

DEXTER QUINTANA

ODOLFO L.SEE

ERNESTO ISDA

ORTRUD T. YAO

Attested by:

ORTRUD T. YAO
Acting Secretary

#### MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF

#### JOLLIVILLE HOLDINGS CORPORATION

Held at the Principal office of the Corporation on May 28, 2014

#### **DIRECTORS' PRESENT**

JOLLY L. TING NANETTE T. ONGCARRANCEJA LOURDES G. TING ORTRUD T. YAO **DEXTER OUINTANA** RODOLFO L. SEE ERNESTO S. ISLA

#### 1. CALL TO ORDER

The President, Ms. Nanette T. Ongcarranceja, called the meeting to order and presided over the same. Ms. Ortrud T. Yao acted as Secretary of the meeting and recorded the minutes of the proceedings.

#### SECRETARY'S PROOF OF NOTICE AND DETERMINATION OF QUORUM 2.

All of the members of the Board of Directors being present, the Secretary certified that notices of the meeting had been sent to all directors and further certified the existence of a quorum for the transaction of the business at hand.

#### 3. PURCHASE OF SHARES OF STOCK

The Management recommended to the Board to purchase Shares of Stocks subscribed from BIA VENTURES INC.

Upon motion made and duly seconded, the Board approved the following resolutions:

"RESOLVED, AS IT IS HEREBY RESOLVED, that the Board of Directors unanimously approved to purchase Shares of Stocks subscribed from BIA VENTURES INC. from the following Stockholders to wit:

Stockholders:	Subscription:
Marcial Ronald T. Asturias Jocelyn U. Ting	9 shares 9 shares
,	
TOTAL SUBSCRIPTION	18 shares

RESOLVED, FURTHER, that the President Ms. NANETTE T. ONGCARRANCEJA, is hereby authorized to negotiate and sign the Deed of Assignments.

RESOLVED, FURTHERMORE, that the Declaration of the Deed of Assignment be, reported accordingly to all concerned government agencies for reportorial purposes."

# **ADJOURNMENT**

There being no further business to transact, the meeting was there upon adjourned

JOLLY L. TING

NANETTE T. ONGCARRANCEJA

LOURDES G. TING

DEXTER QUINTANA

RODOLFO L-SEE

ERNESTO ISDA

ORTRUD T. YAO

Attested by:

ORTRUD T. YAO
Acting Secretary

#### MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF

#### JOLLIVILLE HOLDINGS CORPORATION

Held at the Principal office of the Corporation on August 27, 2014

**DIRECTORS' PRESENT** 

JOLLY L. TING NANETTE T. ONGCARRANCEJA LOURDES G. TING ORTRUD T. YAO DEXTER QUINTANA RODOLFO L. SEE ERNESTO S. ISLA

#### **CALL TO ORDER** 1.

The President, Ms. Nanette T. Ongcarranceja, called the meeting to order and presided over the same. Ms. Ortrud T. Yao acted as Secretary of the meeting and recorded the minutes of the proceedings.

#### SECRETARY'S PROOF OF NOTICE AND DETERMINATION OF QUORUM 2.

All of the members of the Board of Directors being present, the Secretary certified that notices of the meeting had been sent to all directors and further certified the existence of a quorum for the transaction of the business at hand.

#### 3. RENEWAL OF LEASE CONTRACT

The Management recommended to the Board to renew the lease contract of Nobel Plaza Condominium Unit.

Upon motion made and duly seconded, the Board approved the following resolutions:

"RESOLVED, AS IT IS HEREBY RESOLVED, that the Board of Directors had unanimously agreed to renew the Contract of Lease with MEEKYUNG NOH for the lease of Nobel Plaza Condominium Unit (unit 1202) and one (1) Parking Unit (parking unit 54) located at 110 Valero St. Salcedo Village, Makati City.

RESOLVED FURTHER, that the Board of Directors authorized its President, Ms. NANETTE T. ONGCARRANCEJA to enter, transact, negotiate, represent and sign all pertinent papers relative to the renewal of the Contract of Lease for the said leased premises of the corporation."

#### **ADJOURNMENT**

There being no further business to transact, the meeting was there upon adjourned

NANETTE T. ONGCARRANCEJA

DEXTER QUINTANA

RODOLFO L. SEE

ERNESTO ISLA

ORTRUD T. YAO

ORTRUD T. YAO

Acting Secretary

JOH Minutes04/30/2014