Annex "A"

REQUIREMENTS AND PROCEDURES FOR PARTICIPATION THROUGH REMOTE COMMUNICATION AND VOTING ELECTRONICALLY IN ABSENTIA

A. Attendance in the 2020 ASM by Remote Communication or In Absentia

1. Stockholders as of June 29, 2020 may register and vote through RFM Corporation's website at http://www.rfmfoods.com/CompanyDisclosures/2020ASM.aspx under ASM Matters until 5:00 p.m. Philippine Time of July 27, 2020.

2. For registration and voting purposes, stockholders are required to provide the following:

a. *For Individual Stockholders*
   i. Any stock certificate issued in the name of the individual stockholder;
   ii. Valid email address and active contact number (landline or cellphone); and
   iii. Any valid identification card (ID)

b. *For Stockholders with Joint Accounts*
   i. Any stock certificate issued in the name of the joint stockholders;
   ii. Authorization Letter signed by one of stockholders indicating the name of the person authorized to cast the votes;
   iii. Valid email address and active contact number (landline or cellphone) of the authorized stockholder; and
   iv. Any valid identification card (ID) of the authorized stockholder

c. *For Stockholder under PCD Nominee/Broker's Account or "Scripless Shares"*
   i. Certification from the broker regarding ownership of shares issued in the name of the stockholder;
   ii. Valid email address and active contact number (landline or cellphone); and
   iii. Any valid identification card (ID)

d. For Corporate Stockholders
   i. Any stock certificate issued in the name of the corporate stockholder;
   ii. Notarized Secretary's Certificate authorizing the representative to vote on behalf of the corporate stockholder;
   iii. Valid email address and active contact number (landline or cellphone) of the authorized representative; and
   iv. Any valid identification card (ID) of the authorized representative

3. The information and documentary requirements provided by the stockholders will be subject to verification and validation procedures by the Corporate Secretary with the assistance of his staff and the Corporation's stock and transfer agent. Stockholders who registered and voted before the cut-off time will be counted for purposes of quorum.

4. Upon successful registration, the stockholders will receive an email confirmation and a specific link on how to cast their votes online.

5. The link on how to log in and view the 2020 ASM livestream will be emailed separately to the stockholders who had successfully registered.

6. Participants may send questions or remarks during the ASM livestream. Stockholders may also send questions and/or remarks in advance to the Corporate Secretary at corporatesecretary@rfm.com.ph. However, voting will not be allowed during the livestream due to limitations of the online platform and/or available technology.

7. The stockholders shall be responsible for their own internet connectivity during the ASM livestream.

8. The proceedings during the 2020 ASM will be recorded.

B. Electronic Voting or Voting in Absentia

After the shareholders' successful registration, they may vote on the matters set forth in the Agenda of the ASM, with the following guidelines:

1. For items other than the election of directors, stockholders have the option to vote: In Favor of, Against, or Abstain.

2. For election of Directors, stockholders have the option to vote their shares for all nominees, not vote for any nominees, or vote for one or some nominees only, in such number of shares as the stockholders prefer; provided that the total number of votes cast shall not excess the number of shares owned, multiplied by the number of directors to be elected. The system will automatically compute the total number of votes the stockholders are allowed to cast, based on the number of shares they own.

3. Thereafter, a confirmation email will be sent to the stockholders once their account have been verified and their votes have been recorded. If the account of a stockholder cannot be verified, then the votes cast by the non-verified stockholder shall not be recorded.

4. The Corporate Secretary, with the assistance of his staff and the Corporation's stock and transfer agent, shall tabulate all valid and confirmed votes cast through electronic voting, together with the votes cast through proxies.

For any questions and/or concerns, stockholders may visit RFM's website at http://www.rfmfoods.com/CompanyDisclosures/2020ASM.aspx under ASM Matters or send their inquiries to the Corporate Secretary via e-mail at corporatesecretary@rfm.com.ph.