

COVER SHEET

A 2 0 0 0 1 4 4 9 5

SEC Identification Number

SUN LIFE FINANCIAL PLANS, INC.

(Company's Full Name)

2 / F SUN LIFE CENTRE 5TH AVE. COR. RIZAL DRIVE BONIFACIO GLOBAL CITY TAGUIG CITY

(Business Address: No. Street City/Town/Province)

Anna Katrina C. Kabigting-Ibero

(Contact Person)

85558888

(Company Telephone Number)

Certificate of Board Meeting Attendance

1 2 3 1 Month Day (Fiscal Year)

(Form Type)

last Friday of May Month Day (Annual Meeting)

(Secondary License Type, if Applicable)

Dept. Requiring this Doc.

Amended Articles Number/Section

Total No. of Stockholders

Total Amount of Borrowings Domestic Foreign

To be accomplished by SEC Personnel concerned

File Number

LCU

Document ID

Cashier

STAMPS

REPUBLIC OF THE PHILIPPINES )  
 ) S.S.  
**PASAY CITY**

**SECRETARY'S CERTIFICATE**

I, **ANNA KATRINA C. KABIGTING-IBERO**, of legal age, Filipino citizen, with office address at the 6<sup>th</sup> Floor, Sun Life Centre, 5<sup>th</sup> Avenue cor. Rizal Drive, Bonifacio Global City, Taguig City, under oath, state that:

1. I am the Corporate Secretary of **Sun Life Financial Plans, Inc.** (hereinafter, the "Corporation"), a corporation duly organized and existing under Philippine laws, with principal business address at the Sun Life Centre, 5<sup>th</sup> Avenue cor. Rizal Drive, Bonifacio Global City, Taguig City.

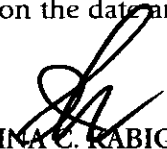
2. As such Corporate Secretary, I have custody of its records, particularly the minutes of the meetings of the Corporation's Board of Directors.

3. The Corporation's Board of Directors had met on the following dates, with the attendance of Directors indicated as follows:


BOARD OF DIRECTORS	2020 MEETING DATES	
	03 March	02 December
Chia-Ling Chou aka Lucy Chou	✓	✓
Oscar S. Reyes	✓	✓
Francisco S.A. Sandejas	✓	✓
Alexander S. Narciso	✓	✓
Benedicto C. Sison	✓	✓

4. I execute this Certification to attest to the truthfulness of the foregoing and to comply with the requirements of pertinent SEC regulations.

IN WITNESS WHEREOF, I have hereunto affixed my signature on the date and in the place written below.

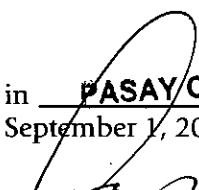
  
**ANNA KATRINA C. KABIGTING-IBERO**  
Corporate Secretary

Attested by:

  
**CHIA-LING CHOU aka LUCY CHOU**  
Chairman of the Board

SUBSCRIBED AND SWORN to before me this 1 JAN 26 2021 in PASAY CITY  
affiant exhibiting to me her Driver's License No. N02-96-324358 valid until September 1, 2022.

Doc. No. 83;  
Page No. 17;  
Book No. IV;  
Series of 2021.

  
**ATTY. JOVINO RANGEL**  
NOTARY PUBLIC  
UNTIL DEC. 31, 2022  
PTR. NO. 7361920 01/04/2021 PASAY CITY  
IBP NO. 141069 01/04/2021 PASAY CITY  
COMMISSION NO. 19-37-PASAY CITY  
MCLE NO. V-0024151-10-25-2016  
ROLL NO. 28761



Securities and Exchange Commission

Republic of the Philippines
Securities and Exchange Commission
Secretariat Bldg., PICC Complex, Room 804D, Pasay City
INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

Checklist for Components of Financial Statements

For STOCK Corporations

For NON-STOCK corporations, BRANCH and REGIONAL offices

- Four (4) copies including Original set
Cover Sheet
Original BIR / bank stamp "RECEIVED" on: Auditor's Report, Balance Sheet/Statement of Financial Position, Income Statement
BDA registration number of external auditor with expiration date
Statement of Management's Responsibility over the Financial Statements signed by ALL of the ff: President / Chief Executive Officer, Chairman of the Board, Treasurer / Chief Finance Officer, Officer/s holding positions equivalent to the aforementioned as may be authorized in the By-Laws
Auditor's Report 1 originally signed
Balance Sheet/Statement of Financial Position
Income Statement 2
Cash Flow Statement
Statement of Changes in Equity 3
Notes to Financial Statements
Supplemental written statement of External Auditor on the number of stockholders
Soft copy of General Form for Financial Statements (GFFS) or Special Form for Financial Statements (SFFS) 4

- Four (4) copies including Original set
Cover Sheet
Original BIR / bank stamp "RECEIVED" on: Auditor's Report, Balance Sheet/Statement of Financial Position, Income Statement
BDA registration number of external auditor with expiration date
Statement of Management's Responsibility over the Financial Statements signed by ALL of the ff: President / Chief Executive Officer, Chairman of the Board, Treasurer / Chief Finance Officer, Officer/s holding positions equivalent to the aforementioned as may be authorized in the By-Laws
Auditor's Report originally signed If not required, notarized Treasurer's Certification 1
Balance Sheet/Statement of Financial Position
Statement of Receipts and Disbursements 2
Cash Flow Statement
Statement of Fund Balance 3
Notes to Financial Statements

Checklist for Components of General Information Sheet

- Four (4) copies including Original set

To determine that the following entries are properly filled up:

- Corporate Name
Date Registered
SEC Registration No.
Fiscal Year End
Annual Meeting per By-Laws
Actual Date of Meeting
Corporate Tax Identification Number (TIN)
Complete Principal Office Address
Primary Purpose
Name of Directors / Officers
Stockholders' information (for Stock Corporation)
TIN for Filipinos and Foreigners
Anti-Money Laundering Act (AMLA) - page 1-A
Beneficial Ownership Declaration Form
Page numbers must be in numerical order
ORIGINAL signature of the Corporate Secretary
Must be NOTARIZED

1 Auditor's Report for companies with total assets or total liabilities of P500,000.00 or more

Branch Office/Representative Office with assigned capital in the equivalent amount of P1 million or more

Treasurer's Certification for: corporations with less than P500,000.00 total assets or total liabilities

Branch Office/Representative Office with assigned capital in the equivalent amount of less than P1 million or more

2 NOT required if the company was not in operation during the two comparative years

3 NOT required if the only change in equity is the net income/loss for the period. This is applicable only to PFRS for SMEs

4 Applicable to corporations required to submit the General Form for Financial Statements (GFFS) and Special Form for Financial Statements (SFFS) in CD or diskette per Memorandum Circular No. 8, Series of 2006.

1 Treasurer's Certification for: (see \*\* below)

Corporations with less than P500,000.00 total assets or total liabilities
Branch Office/Representative Office with assigned capital in the equivalent amount of less than P1 Million

Regional Operating Headquarters with total revenue in the equivalent amount of less than P1 Million

Auditors Report for companies with total assets or total liabilities of P500,000.00 or more.

Branch Office/Representative Office with assigned capital in the equivalent amount of less than P1 Million

Regional Operating Headquarters with total revenue in the equivalent amount of less than P1 Million

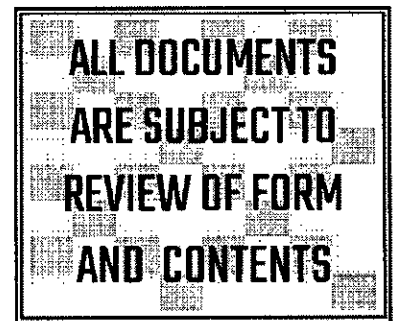
2 NOT required if the company was not in operation during the two comparative years

3 NOT required if the only change in equity is the net income/loss for the period. (This is applicable only to PFRS for SMEs)

(1) Statement of Financial Position

(2) Income Statement or Statement of Receipts/Disbursements

(3) Applicable explanatory notes



TO: SECURITIES AND EXCHANGE COMMISSION

SEC Bldg., EDSA, Greenhills, Mandaluyong City

RE:

SUN LIFE FINANCIAL PLANS, INC.

I, Anna Katrina K. Ibero

CS

(Name of Corporation)

, in behalf of

the corporation, hereby state that the:

(Printed Name)

(Position / Title)

[ ] Financial Statements (FS) [ ] General Information Sheet (GIS) [x] Others (specify) OTHERS

is complete in form based on the

above checklist and compliant with the requirements of Rule 68, as amended and other applicable guidelines for submission of reports.

Accordingly, we undertake to pay any and all penalties and/or fines that the Securities and Exchange Commission may impose on the company due to verified violation of existing laws, rules and regulations.

Signed this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_

Signature: [Signature]

TIN: \_\_\_\_\_

Reference Number: 1801202146401316

Name: Anna Katrina K. Ibero  
 Address: 2/F Sun Life Centre, 5th Ave. cor. Rizal Drive,  
 Fort Bonifacio, TAGUIG CITY, METRO MANILA  
 Mobile Number: 09998849851  
 Email: AnnaKatrina.Kabigting-Ibero@sunlife.com  
 Company Name: SUN LIFE FINANCIAL PLANS, INC.  
 SEC Registration #: A200014495



GIS: No  
 AFS: No  
 OTHERS: Yes  
 Return Copy: Yes

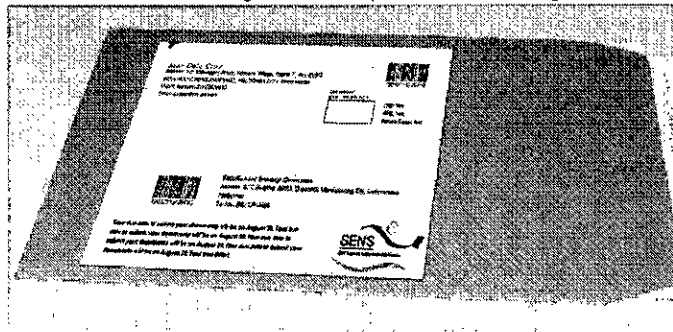


RECEIVING UNIT  
 Electronic Records Management Division, ICTD  
 Securities and Exchange Commission  
 Secretariat Bldg., PICC Complex,  
 Roxas Boulevard, Pasay City, 1307  
 Trunk line: 8818-0921 to 23 local 264



## Instructions

1. Cut along the dashed line.
2. Attach to the back of the long brown envelope as seen in the image below.



3. Proceed to any nearest courier to submit.
4. Prepare prepaid return envelope and include it in the package.