

**SUN LIFE OF CANADA (PHILIPPINES), INC.**

**AGENDA FOR THE REGULAR MEETING OF THE AUDIT COMMITTEE**

Date : 04 March 2020  
 Duration : 9:00 a.m. – 10:30 a.m.  
 Place : Board Room, 6<sup>th</sup> Floor, Sun Life Centre, 5<sup>th</sup> Avenue corner Rizal Drive  
 Bonifacio Global City, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
0	<i>Executive Sessions of the Board Directors: a) Project Updates with the Compliance Officer (8:00-8:30) and b) Talent Review (8:30-9:00)</i>	Chairman of the Board		
1	Call to Order (9:00)	Chairman		
2	Certification of Notice and Quorum (9:01)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (03 December 2019) (9:01-9:02)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting: None (9:02-9:03)	Corporate Secretary	Note	
5	External Audit Management Letter and Management's Response (9:03-9:13)	Deloitte	Note	
6	Audited Financial Statements for 2019 (9:13-9:23)	Deloitte / Maria Josefina A. Castillo	Approve	/
7	Private Meeting of the Non-Executive Members of the Committee with the External Auditor (9:23-9:33)	Chairman		
8	Financial Review Summary (9:33-9:45)	Maria Josefina A. Castillo	Note	/
9	Report on Control (9:45-9:55)	Joel O. Bungabong	Note	/
10	Private Meeting Between the Non-Executive Members of the Committee and the Internal Auditor (9:55-10:00)	Chairman		
11	Review of Committee Charter (10:00-10:05)	Corporate Secretary	Approve	/
12	Forward Agenda (10:05-10:06)	Corporate Secretary	Note	/
13	Other Matters, if any (10:06)	Corporate Secretary	Note	
14	Adjournment (10:07)	Chairman	Approve	

## Distribution List

### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Francisco S.A. Sandejas\*
- Leo M. Grepin

### Attendees

- Benedicto C. Sison, CEO & Country Head
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Maria Josefina A. Castillo, Treasurer & CFO
- Navarro Amper & Co./ Deloitte Touche Tohmatsu, External Auditor
- Maria Sachiko A. Pang, Chief Actuary
- Joel O. Bungabong, Internal Auditor
- Teresa de Lara, VP-Internal Audit, Sun Life Asia
- Sancho Chan, Chief Investment Officer, Sun Life Asia
- Michael Gerard D. Enriquez, Chief Investment Officer
- Ajee T. Co, Chief Compliance Officer
- Edgar S. Tordesillas, General Counsel
- Jemilyn S. Camania, Corporate Secretary
- Anna Katrina C. Kabigting-Ibero, Assistant Corporate Secretary
- Winlove Apple Sandalo-Esperanza, Counsel

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\*Independent Director

**SUN LIFE OF CANADA (PHILIPPINES), INC.**

**AGENDA FOR THE REGULAR MEETING OF THE AUDIT COMMITTEE**

Date : 02 June 2020  
 Duration : 8:00 a.m. – 9:00 a.m.  
 Place : Zoom Meeting Conference

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
0	<i>Breakfast Meeting of Non-Executive Directors without Management Present (8:00)</i>			
1	Call to Order (8:15)	Chairman		
2	Certification of Notice and Quorum (8:16)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (04 March 2020) (8:16-8:17)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting (2) (8:17-8:25)	Corporate Secretary	Note	/
5	Financial Review Summary (8:25-8:35)	Maria Josefina A. Castillo	Note	/
6	Review of External Audit Relationship (8:35-8:40)	Maria Josefina A. Castillo	Note	
7	Report on Controls (8:40-8:45)	Joel O. Bungabong	Note	/
8	Private Meeting Between the Non-Executive Members of the Committee and the Internal Auditor (8:45-8:50)	Chairman		
9	Forward Agenda (8:50-8:51)	Corporate Secretary	Note	/
10	Adjournment (8:52)	Chairman	Approve	

**Distribution List**

**Committee Members**

- Jose Isidro N. Camacho\*, Committee Chairman
- Francisco S.A. Sandejas\*
- Leo M. Grepin

**Attendees**

- Benedicto C. Sison, CEO & Country Head
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Maria Josefina A. Castillo, Treasurer & CFO
- Maria Sachiko A. Pang, Chief Actuary

- Joel O. Bungabong, Internal Auditor
- Teresa de Lara, VP-Internal Audit, Sun Life Asia
- Teodoro S. Pineda, Jr., Chief Technology Officer
- Michael Gerard D. Enriquez, Chief Investment Officer
- Edgar S. Tordesillas, General Counsel
- Ma. Jemilyn S. Camania, Compliance Officer
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Winlove Apple R. Sandalo-Esperanza, Assistant Corporate Secretary
- Maria Junifer L. Maliglig, Law Clerk, Sun Life Philippines

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\*Independent Director

## SUN LIFE OF CANADA (PHILIPPINES), INC.

### AGENDA FOR THE REGULAR MEETING OF THE AUDIT COMMITTEE

Date : 08 September 2020  
 Duration : 8:30 a.m. – 9:30 a.m.  
 Place : Zoom Video Conference

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (8:30)	Chairman		
2	Certification of Notice and Quorum (8:31)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (02 June 2020) (8:31-8:32)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting: none (8:32-8:33)	Corporate Secretary	Note	
5	External Audit Plan for Audit Year 2020 (8:33-8:45)	Deloitte	Approve	/
6	Private Meeting Between the Non-Executive Members of the Committee and the External Auditor (8:45-8:50)	Chairman		
7	Financial Review Summary (8:50-9:05)	Maria Josefina A. Castillo	Note	/
8	Report on Controls (9:05 – 9:15)	Joel O. Bungabong	Note	/
9	Private Meeting Between the Non-Executive Members of the Committee and the Internal Auditor (9:15-9:20)	Chairman		
10	Forward Agenda (9:20-9:21)	Corporate Secretary	Note	/
11	Other Matters (9:21-9:22)	Corporate Secretary	Note	
11	Adjournment (9:22)	Chairman	Approve	

#### Distribution List

##### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Francisco S.A. Sandejas\*
- Leo M. Grepin

##### Attendees

- Benedicto C. Sison, CEO & Country Head
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director

- Maria Josefina A. Castillo, Treasurer & CFO
- Maria Sachiko A. Pang, Chief Actuary
- Joel O. Bungabong, Internal Auditor
- Teresa de Lara, VP-Internal Audit, Sun Life Asia
- Teodoro S. Pineda, Jr., Chief Technology Officer
- Michael Gerard D. Enriquez, Chief Investment Officer
- Edgar S. Tordesillas, General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Winlove Apple R. Sandalo-Esperanza, Assistant Corporate Secretary
- Maria Junifer L. Maliglig, Law Clerk, Sun Life Philippines

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\*Independent Director

## SUN LIFE OF CANADA (PHILIPPINES), INC.

### AGENDA FOR THE REGULAR MEETING OF THE AUDIT COMMITTEE

Date : 04 December 2020  
 Duration : 2:00 p.m. – 3:00 p.m.  
 Place : Zoom Video Conference

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPEN DIX
1	Call to Order (2:00)	Chairman		
2	Certification of Notice and Quorum (2:01)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (08 September 2020) (2:01-2:02)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting (1) (2:02-2:03)	Corporate Secretary	Note	/
5	External Audit Interim Audit Update (2:03-2:10)	Deloitte	Note	/
6	Private Meeting Between the Non-Executive Members of the Committee and the External Auditor (2:10-2:15)	Chairman		
7	Financial Review Summary (2:15-2:25)	Maria Josefina A. Castillo	Note	/
8	Report on Controls (2:25-2:30)	Joel O. Bungabong	Note	/
9	2021 Internal Audit Plan (2:30-2:35)	Joel O. Bungabong	Approve	/
10	Private Meeting Between the Non-Executive Members of the Committee and the Internal Auditor (2:35-2:40)	Chairman		
11	Forward Agenda (2:41)	Corporate Secretary	Note	/
12	Schedule of Meetings for 2021-2022 (2:42)	Corporate Secretary	Approve	/
13	Other Matters, if any (2:43)	Chairman	Note	
14	Adjournment (2:44)	Chairman	Approve	

#### Distribution List

#### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Francisco S.A. Sandejas\*
- Leo M. Grepin

Attendees

- Benedicto C. Sison, CEO & Country Head
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Maria Josefina A. Castillo, Treasurer & CFO
- Maria Sachiko A. Pang, Chief Actuary
- Joel O. Bungabong, Internal Auditor
- Teresa de Lara, VP-Internal Audit, Sun Life Asia
- Teodoro S. Pineda, Jr., Chief Technology Officer
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\*Independent Director