

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

**AGENDA FOR THE REGULAR MEETING OF THE AUDIT, RISK MANAGEMENT AND  
REVIEW OF RELATED PARTY TRANSACTIONS COMMITTEE**

Date : 02 March 2023  
 Duration : 8:00 a.m. – 10:00 a.m.  
 Place : Board Room, 6<sup>th</sup> Floor Sun Life Centre, Bonifacio Global City, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (8:00)	Chairman		
2	Certification of Notice and Quorum (8:01)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (06 December 2022) (8:01-8:02)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting: (1) (8:02-8:03)	Corporate Secretary	Note	/
5	Presentation of the 2022 Audit Results and Management Letter (8:03-8:15)	Deloitte	Note	/
6	Audited Financial Statements for 2022 (8:15-8:25)	Deloitte / Candy S. Esteban	Note	/
7	Private Meeting of the Non-Executive Members of the Committee with the External Auditor (8:25-8:35)	Chairman		
8	Financial Review Summary (8:35-8:50)	Candy S. Esteban	Note	/
9	Report on Control (8:50-9:05)	Joel O. Bungabong	Note	/
10	Private Meeting Between the Non-Executive Members of the Committee and the Internal Auditor (9:05-9:15)	Chairman		
11	Review of Committee Charter (9:15-9:25)	Corporate Secretary	Approve	/
12	Forward Agenda (9:25-9:26)	Corporate Secretary	Approve	/
13	Other Matters, if any (9:26-9:59)	Corporate Secretary	Note	
13a	a. Executive Session (with RO Compliance)			
14	Adjournment (10:00)	Chairman	Approve	

## Distribution List

### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Francisco S.A. Sandejas\*
- Ingrid Gail Johnson

### Attendees

- Benedicto C. Sison, CEO & Country Head
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Candy S. Esteban, Treasurer & CFO
- Deloitte Touche Tohmatsu/ Navarro Amper, External Auditor
- Maaïke van Meer, Chief Compliance Officer, Asia
- Mark Shum, AVP, Lead Compliance Transformation and Governance, Asia
- Tom Murphy, EVP and Chief Risk Officer, SLF
- Ria V. Mercado, Chief Risk Officer
- Michelle C. Garcia, Chief Human Resources Officer, Sun Life Philippines
- Abigail L. Viaje, Chief Actuary
- Maria Sachiko A. Pang, Chief Financial Management Officer
  - Joel O. Bungabong, Internal Auditor
  - Gaurav Mishra, Chief Operations & Digital Enterprise Officer
  - Pia Angelica Javier, Chief Technology Modernization Officer
  - Ivan P. Corcuera, Head of Investments
  - Edgar S. Tordesillas, General Counsel
  - Anna Katrina C. Kabigting-Ibero, Corporate Secretary
  - Frances Ianna S. canto, Assistant Corporate Secretary
  - Maria Junifer L. Maliglig, Law Clerk

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\*Independent Director

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

**AGENDA FOR THE REGULAR MEETING OF THE AUDIT, RISK MANAGEMENT  
AND THE REVIEW COMMITTEE FOR RELATED PARTY TRANSACTIONS**

Date : 16 May 2023  
 Duration : 9:30 a.m. – 11:00 a.m.  
 Place : Board Room, 6<sup>th</sup> Floor, Sun Life Centre, BGC, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (9:30)	Chairman		
2	Certification of Notice and Quorum (9:31)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (02 March 2023) (9:32- 9:33)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting: (2) (9:33-9:45)	Chairman	Note	/
5	Key Risks Update, including: (9:45-10:10)	Ria V. Mercado	Note	/
5a	a. Key Risks Update			
5b	b. 2023 Key Risks Report			
5c	c. Market Risk Tolerance Limit (MRTL)			
5d	d. Annual Risk Questionnaire Results			/
6	Compliance Report (10:10-10:30)	Maria Pia A. Urgello	Note	/
7	2023 Compliance Plan (10:30 – 10:35)	Maria Pia A. Urgello	Approve	/
8	Private Meeting Between the Committee and the Interim Compliance Officer (10:35-10:45)	Chairman		
9	Private Meeting Between the Committee and the Risk Officer (10:45-10:55)	Chairman		
10	Review of Related Party Transactions (10:55-10:56)	Candy S. Esteban	Note	/
11	Review of RPT Operating Guidelines (10:56-10:57)	Maria Pia A. Urgello	Approve/ Endorse	/
12	Forward Agenda (10:58)	Corporate Secretary	Note	/
13	Other Matters, if any (10:59)	Chairman	Note	
14	Adjournment (11:00)	Chairman	Approve	

## Distribution List

### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Ingrid Gail Johnson, Director
- Francisco S. A. Sandejas\*

### Attendees

- Benedicto C. Sison, Country Head and CEO
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Candy S. Esteban, Treasurer & CFO
- Alfonso D. Quitangon, Chief Agency Distribution Officer
- Maria Pia A. Urgello, Interim Compliance Officer
- Mark Shum, AVP, Lead Compliance Transformation and Governance, Asia
- Ria V. Mercado, Chief Risk Officer
- Michelle C. Garcia, Chief Human Resources Officer, Sun Life Philippines
- Abigail L. Viaje, Chief Actuary
- Maria Sachiko A. Pang, Chief Financial Management Officer
- Joel O. Bungabong, Internal Auditor
- Gaurav Mishra, Chief Operations & Digital Enterprise Officer
- Pia Angelica Javier, Chief Technology Modernization Officer
- Ivan P. Corcuera, Head of Investments
- Edgar S. Tordesillas, General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Frances Ianna S. Canto, Assistant Corporate Secretary
- Maria Junifer L. Maliglig, Law Clerk

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\* *Independent Director*

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

**AGENDA FOR THE REGULAR MEETING OF THE AUDIT, RISK  
MANAGEMENT AND REVIEW OF RELATED PARTY TRANSACTIONS  
COMMITTEE**

Date : 06 June 2023  
 Duration : 8:00 a.m. – 10:30 a.m.  
 Place : Board Room, 6<sup>th</sup> Floor Sun Life Centre, Bonifacio Global City, Taguig City

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 (16 May 2023) (8:16-8:17)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting: None (8:17-8:18)	Corporate Secretary	Note	/
5	Financial Review Summary (8:18-8:40)	Candy S. Esteban	Note	/
6	Review of External Audit Relationship (8:40-8:45) (Including review of Audit Fees – indicative amount)	Candy S. Esteban	Approve/Endorse	
7	Review of Related Party Transactions (8:45-8:50)	Candy S. Esteban	Note	/
8	Updating the RPT Form (8:50-8:55)	Corporate Secretary	Note	/
9	Key Risks Update, including: (8:55-9:15)	Chairman		
9a	a. Key Risks Update	Ria V. Mercado	Note	/
9b	b. Stress Testing Results	Ria V. Mercado	Note	/
10	Compliance Report (9:15-9:35)	Maria Pia A. Urgello	Note	/
11	Report on Controls (9:35-9:50)	Joel O. Bungabong	Note	/
12	Private Meeting Between the Committee and the Internal Auditor (9:50-10:00)	Chairman		
13	Private Meeting Between the Committee and the Interim Compliance Officer (10:00-10:10)	Chairman		

14	Private Meeting Between the Committee and the Risk Officer (10:10-10:20)	Chairman		
15	Forward Agenda (10:21)	Corporate Secretary	Note	/
16	Adjournment (10:22)	Chairman	Approve	

## Distribution List

### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Ingrid Gail Johnson, Director
- Francisco S. A. Sandejas\*

### Attendees

- Benedicto C. Sison, Country Head & CEO
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Candy S. Esteban, Treasurer & CFO
- Abigail L. Viaje, Chief Actuary
- Maria Sachiko A. Pang, Chief Financial Management Officer
- Alfonso D. Quitangon, Chief Agency Distribution Officer
- Ria V. Mercado, Chief Risk Officer
- Maria Pia A. Urgello, Interim Compliance Officer
- Mark Shaum, AVP, Lead Compliance Transformation & Governance, Sun Life Asia
- Maaik van Meer, Chief Compliance Officer, Sun Life Asia
- Anne Sonnen, SVP and Chief Compliance Officer, SLF
- Ivan P. Corcuera, Head, Investments
- Gaurav Mishra, Chief Operations & Digital Enterprise Officer
- Pia Angelica Javier, Chief Technology Modernization Officer
- Joel O. Bungabong, Internal Auditor
- Edgar S. Tordesillas, General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Frances Ianna S. Canto, Counsel
- Maria Junifer L. Maliglig, Law Clerk

\* *Independent Director*

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

**AGENDA FOR THE REGULAR MEETING OF THE AUDIT, RISK MANAGEMENT AND  
REVIEW OF RELATED PARTY TRANSACTIONS COMMITTEE**

Date : 06 September 2023  
 Duration : 8:25 a.m. – 10:30 a.m.  
 Place : Board Room, 6<sup>th</sup> Floor Sun Life Centre BGC, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (8:25)	Chairman		
2	Certification of Notice and Quorum (8:26)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (06 June 2023) (8:26-8:27)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting: (3) (8:27-8:28)	Corporate Secretary	Note	/
5	External Audit Plan for Audit Year 2023 (8:28-8:45)	Deloitte	Approve	/
6	Private Meeting Between the Non-Executive Members of the Committee and the External Auditor (8:45-8:55)	Chairman		
7	Financial Review Summary (with report on External Auditor’s Fees) (8:55-9:10)	Candy S. Esteban	Note	/
8	Review of Related Party Transactions (9:10-9:15)	Candy S. Esteban	Note	/
9	Key Risk Updates (9:15-9:30)	Ria V. Mercado	Note	
10	Compliance Report (9:30-9:45)	Mark Shum	Note	/
11	Report on Controls (9:45-9:55)	Joel O. Bungabong	Note	/
12	Forward Agenda (9:56)	Corporate Secretary	Approve	/
13	Private Meeting Between the Committee and the Internal Auditor (9:56-10:06)	Chairman		
14	Private Meeting Between the Committee and the Compliance Officer (10:06-10:16)	Chairman		
15	Private Meeting Between the Committee and the Risk Officer (10:16-10:26)	Chairman		
16	Other Matters (10:27)	Chairman	Note	
17	Adjournment (10:28)	Chairman	Approve	

## Distribution List

### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Ingrid Gail Johnson, Director
- Francisco S. A. Sandejas\*

### Attendees

- Benedicto C. Sison, Country Head & CEO
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Candy S. Esteban, Treasurer & CFO
- Deloitte Touche Tohmatsu/Navarro Amper and Co., External Auditor
- Abigail L. Viaje, Chief Actuary
- Maria Sachiko A. Pang, Chief Financial Management Officer
- Alfonso D. Quitangon, Chief Agency Distribution Officer
- Ria V. Mercado, Chief Risk Officer
- Maria Teresa Co, Compliance Officer
- Mark Shum, AVP, Lead Compliance Transformation & Governance, Sun Life Asia
- Ivan P. Corcuera, Head, Investments
- Gaurav Mishra, Chief Operations & Digital Enterprise Officer
- Pia Angelica Javier, Chief Technology Modernization Officer
- Joel O. Bungabong, Internal Auditor
- Edgar S. Tordesillas, General Counsel
- Paolo P. Macapagal, Deputy General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Frances Ianna S. Canto, Assistant Corporate Secretary

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\* *Independent Director*

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

### AGENDA FOR THE REGULAR MEETING OF THE AUDIT, RISK MANAGEMENT AND REVIEW OF RELATED PARTY TRANSACTIONS COMMITTEE

Date : 15 December 2023  
 Duration : 9:00 a.m. – 11:15 a.m.  
 Place : Board Room, 6/F Sun Life Centre, 5<sup>th</sup> Ave. cor. Rizal Drive, BGC, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (9:00)	Chairman		
2	Certification of Notice and Quorum (9:01)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (06 September 2023) (9:02)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting (3) (9:02-9:12)	Chairman	Note	/
5	2023 Interim Audit Update (9:12-9:20)	Deloitte	Note	/
6	Private Meeting between the External Auditor and the Committee (9:20-9:30)	Chairman		
7	Financial Review Summary (9:30-9:40)	Candy S. Esteban	Note	/
8	Review of Related Party Transactions (9:40-9:45)	Candy S. Esteban	Note	/
9	Key Risks Update: (9:45-10:00)	Ria V. Mercado	Note	/
10	Compliance Report (10:00-10:15)	Maria Teresa A. Co	Note	/
11	Report on Controls (10:15-10:25)	Joel O. Bungabong	Note	/
12	2024 Internal Audit Plan (10:25-10:30)	Joel O. Bungabong	Approve	/
13	Forward Agenda (10:31)	Corporate Secretary	Approve	/
14	Schedule of 2024-2025 Meetings (10:32)	Corporate Secretary	Approve	/
15	Private Meeting Between the Committee and the Internal Auditor (10:33-10:42)	Chairman		
16	Private Meeting Between the Committee and the Compliance Officer (10:43-10:52)	Chairman		
17	Private Meeting Between the Committee and the Risk Officer (10:53-11:02)	Chairman		
18	Other matters, if any (11:03)	Chairman		
19	Adjournment (11:04)	Chairman	Approve	

## Distribution List

### Committee Members

- Jose Isidro N. Camacho\*, Committee Chairman
- Francisco S.A. Sandejas\*
- Ingrid Johnson

### Attendees

- Benedicto C. Sison, Country Head & CEO
- Alexander S. Narciso, President
- Lucy C.L. Chou, Director
- Candy S. Esteban, Treasurer & CFO
- Deloitte Touche Tohmatsu/ Navarro Amper, External Auditor
- Ria V. Mercado, Chief Risk Officer
- Maria Teresa A. Co, Compliance Officer
- Abigail L. Viaje, Chief Actuary
- Maria Sachiko A. Pang, Chief Financial Management Officer
  - Joel O. Bungabong, Internal Auditor
  - Kenneth Li, Vice President, Head of Internal Audit, Asia
  - Gaurav Mishra, Chief Operations & Digital Enterprise Officer
  - Pia Angelica Javier, Chief Technology Modernization Officer
  - Ivan P. Corcuera, Head of Investments
  - Edgar S. Tordesillas, General Counsel
  - Paolo P. Macapagal, Deputy General Counsel
  - Anna Katrina C. Kabigting-Ibero, Corporate Secretary
  - Frances Ianna S. canto, Assistant Corporate Secretary
  - Jennifer R. Samodio, Administrative Assistant

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\*Independent Director