

**SUN LIFE FINANCIAL PLANS, INC.**

**AGENDA FOR THE REGULAR MEETING OF THE AUDIT, COMPLIANCE  
and CORPORATE GOVERNANCE COMMITTEE**

Date : 15 March 2024  
 Duration : 1:45 p.m. to 3:10 p.m.  
 Place : Board Room, 12<sup>th</sup> Floor Sun Life Centre, BGC, Taguig City

	BUSINESS	RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (1:45)	Chairman		
2	Certification of Notice and Quorum (1:46)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (06 December 2023) (1:46-1:47)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting's Minutes: None (1:47-1:48)	Chairman	Note	
5	Presentation of the 2023 Audit Results and Management Letter (1:48-1:50)	Deloitte	Note	/
6	2023 Audited Financial Statements (including Management Representation Letter) (1:50-2:05)	Deloitte / Leo Carl T. Chin	Approve/ Endorse	/
7	Private Meeting between the Non-Executive members of the Committee and the External Auditor (2:05-2:10)	Deloitte		
8	Financial Review Summary (2:10 - 2:20) (including the review of External Audit Fees and External Audit Relationship)	Leo Carl T. Chin	Note	/
9	Compliance Report (2:20 - 2:30)	Maria Teresa A. Co	Note	/
10	2024 Compliance Plan (2:35-2:40)	Maria Teresa A. Co	Approve	/
11	Report on Control (2:40 - 2:50)	Joel O. Bungabong	Note	/
12	Nomination of the Board of Directors (2:50-2:52)	Corporate Secretary	Approve	/
13	Forward Agenda (2:53)	Corporate Secretary	Note	/
14	Review of Committee Charter (2:53-2:55)	Corporate Secretary	Approve	/
15	Review of Manual on Corporate Governance (2:55-2:57)	Corporate Secretary	Approve/ Endorse	/
16	Private Meeting between the Non-Executive members of the Committee and the Internal Auditor (2:57-3:02)	Chairman		

	BUSINESS	RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
17	Private Meeting between the Non-Executive members of the Committee and the Compliance Officer (3:02-3:07)	Chairman		
18	Other matters, if any (3:08)	Chairman	Note	
18	Adjournment (03:09)	Chairman	Approve	

**Distribution List**

**Directors**

- Francisco S.A. Sandejas, Committee Chairman and Independent Director
- Oscar S. Reyes, Independent Director
- Lucy C.L. Chou

**Attendees:**

- Maria Sachiko A. Pang, President
- Benedicto C. Sison
- Leo Carl T. Chin, Treasurer
- Abigail L. Viaje, Chief Actuary
- Candy S. Esteban, Chief Financial Officer, Sun Life Philippines
- Gaurav Mishra, Chief Operations & Digital Enterprise Officer
- Ken S. San Juan, Head, Operational Risk Management
- Edgar S. Tordesillas, General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Hope Jan C. Candido, Assistant Corporate Secretary
- Karen Ann M. Merza, Law Clerk

**SUN LIFE FINANCIAL PLANS, INC.**

**AGENDA FOR THE REGULAR MEETING OF THE  
AUDIT, COMPLIANCE AND CORPORATE GOVERNANCE COMMITTEE**

Date : 02 December 2024  
 Duration : 8:45 a.m. to 9:50 p.m.  
 Place : Board Room, 6<sup>th</sup> Floor, Sun Life Centre, 5<sup>th</sup> Ave. cor. Rizal Drive, BGC, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (8:45)	Committee Chairman		
2	Certification of Notice and Quorum (8:46)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (06 May 2024) (8:47)	Committee Chairman	Approve	/
4	Matters Arising from the Previous Meeting's Minutes: None (8:48)	Committee Chairman	Note	
5	External Audit Plan for Audit Year 2024 (8:49-8:59)	Deloitte	Approve	/
6	Private Meeting between the Non-Executive Members of the Committee and the External Auditor (9:00-9:04)	Committee Chairman		
7	Financial Review Summary (9:05-9:14)	Leo Carl T. Chin	Note	/
7a	a. Audit Fee for 2024		Approve	/
8	Compliance Report (9:15-9:25)	Maria Teresa A. Co	Note	/
9	Report on Controls (9:26-9:36)	Joel O. Bungabong	Note	/
10	2025 Internal Audit Plan (9:37-9:42)	Joel O. Bungabong	Approve/ Endorse	/
11	Forward Agenda (9:43)	Corporate Secretary	Note	/
12	Schedule of Meetings 2025-2026 (9:44)	Corporate Secretary	Approve	/
13	Private Meeting between the Non-Executive Members of the Committee and the Internal Auditor (9:45-9:46)	Committee Chairman		
14	Private Meeting between the Non-Executive Members of the Committee and the Compliance Officer (9:47-9:48)	Committee Chairman		
15	Other matters, if any (9:49)	Chairman	Note	
15a	a. Updates on the Enterprise Financial Crimes Compliance Program	Maria Teresa A. Co	Note	/
16	Adjournment (9:50)	Committee Chairman	Approve	

## ▲ Distribution List

### Directors

- Francisco S.A. Sandejas, Chairman (Independent)
- Oscar S. Reyes, (Independent)
- Bennet Li, Director

### Attendees

- Maria Sachiko A. Pang, Director and President
- Benedicto C. Sison, Director
- Leo Carl T. Chin, Treasurer
- Maria Teresa A. Co, Chief Compliance Officer
- Joel O. Bungabong, Internal Auditor
- Abigail L. Viaje, Chief Actuary
- Navarro Ampar & Co./ Deloitte Touche Tohmatsu, External Auditor
- Candy D. Esteban, Chief Financial Officer, Sun Life Philippines
- Gaurav Mishra, Chief Operations and Digital Enterprise Officer
- Ritchie Ryan G. Teo, Chief Investment Officer, SLIMTC
- Ria V. Mercado, Chief Risk Officer
- Edgar S. Tordesillas, General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Frances Ianna S. Canto, Incoming Assistant Corporate Secretary
- Karen Ann M. Merza, Legal Officer

