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3 January 2019

MA. LOURDES SP. CABASUG

Division Head
Corporate Governance & Finance Department
Securities and Exchange Commission
G/F North Wing Hall, Secretariat Building,
PICC Complex, Roxas Boulevard, Pasay City



Dear Ms. Cabasug,

In compliance with SEC Memorandum Circular No. 1, Series of 2014 or the Guidelines for Changes and Updates in the Annual Corporate Governance Report, please be advised of the attendance of our Board of Directors for the year 2018:

Board	Name	No. of Meetings Attended/Held	Percent Present			
Chairman	Lee, Edward K.	5/5	100%			
Member	Yu, Alexander C.	5/5	100%			
Member	Bate, Conrado F.	5/5	100%			
Member	Ong, Catherine L.	5/5	100%			
Member	Yu, Raymond C.	5/5	100%			
Independent	Khoo Boo Boon	5/5	100%			
Independent	Yu, Wellington C.	5/5	100%			
Member	Lim, Hernan G.	5/5	100%			
Member	Han, Paulwell	5/5	100%			
Member	Litman, Joel A.	5/5	100%			
Member	Hokushin Kido	5/5	100%			

We hope you find the foregoing in order.

Thank you.

Very truly yours,

SHARON T. LIM
Corporate Secretary