

**SUN LIFE FINANCIAL PLANS, INC.**

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

Date : 03 March 2020  
 Duration : 10:00 a.m. to 11:00 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	APPEN DIX
1	Call to Order (10:00)	Chairman		
2	Certification of Notice and Quorum (10:01)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (03 December 2019) (10:02-10:03)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting's Minutes: None (10:03-10:04)	Chairman	Note	
5	External Audit Management Letter and Management's Response (10:04-10:05)	Deloitte	Note	
6	2019 Audited Financial Statements (including Management Representation Letter) (10:05-10:15)	Deloitte / Sherwin S. Sampang	Approve	/
7	Private Meeting between the non-executive members of the Committee and the External Auditor (10:15-10:20)	Deloitte		
8	Financial Review Summary (10:20-10:30)	Sherwin S. Sampang	Note	/
9	Compliance Report (10:30-10:35)	Ajee T. Co	Note	/
10	2020 Compliance Plan (10:35-10:40)	Ajee T. Co	Approve	/
11	Report on Control (10:40-10:45)	Joel O. Bungabong	Note	/
12	Private Meeting between the non-executive members of the Committee and the Internal Auditor (10:45-10:50)	Chairman		
13	Private Meeting between the non-executive members of the Committee and the Compliance Officer (10:50-10:55)	Chairman		
14	Forward Agenda (10:55)	Corporate Secretary	Note	/
15	Review of Committee Charter (10:56-10:58)	Corporate Secretary	Approve	/
16	Other matters, if any (10:59)	Chairman	Note	
17	Adjournment (11:00)	Chairman	Approve	

## Distribution List

### Directors

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

### Attendees

- Alexander S. Narciso, President
- Benedicto C. Sison, Director
- Sherwin S. Sampang, Treasurer
- Maria Josefina A. Castillo, Chief Financial Officer, Sun Life Financial Philippines
- Ajee T. Co, Compliance Officer
- Joel O. Bungabong, Internal Auditor
- Maria Sachiko A. Pang, Chief Actuary
- Navarro Amper & Co./ Deloitte Touche Tohmatsu, External Auditor
- Edgar S. Tordesillas, General Counsel
- Ma. Jemilyn S. Camania, Corporate Secretary
- Anna Katrina C. Kabigting-Ibero, Assistant Corporate Secretary
- Winlove Apple Sandalo-Esperanza, Counsel

\*Independent Director

**SUN LIFE FINANCIAL PLANS, INC.**

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

Date : 02 December 2020  
 Duration : 10:00 a.m. to 11:00 a.m.  
 Place : Zoom Meeting Conference

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPEN DIX
1	Call to Order (10:00)	Committee Chairman		
2	Certification of Notice and Quorum (10:01)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (03 March 2020) (10:02)	Committee Chairman	Approve	/
4	Matters Arising from the Previous Meeting's Minutes: None (10:02-10:03)	Committee Chairman	Note	
5	External Audit Plan Update for Audit Year 2020 (10:03-10:13)	Deloitte	Approve	/
6	Private Meeting between the non-executive members of the Committee and the External Auditor (10:13-10:18)	Committee Chairman		
7	Financial Review Summary (10:18-10:28)	Sherwin S. Sampang	Note	/
8	Compliance Report (10:28 -10:33)	Ma. Jemilyn S. Camania	Note	/
9	Report on Controls (10:33-10:38)	Joel O. Bungabong	Note	/
10	2021 Internal Audit Plan (10:38-10:43)	Joel O. Bungabong	Approve	/
11	Private Meeting between the non-executive members of the Committee and the Internal Auditor (10:43-10:48)	Committee Chairman		
12	Private Meeting between the non-executive members of the Committee and the Compliance Officer (10:48-10:53)	Committee Chairman		
13	Forward Agenda (10:53-10:54)	Corporate Secretary	Note	/
14	Schedule of Meetings 2021-2022 (10:54-10:55)	Corporate Secretary	Approve	/
15	Other matters, if any (10:55-10:56)	Chairman	Note	
15a	a. Amendment of Audit and Compliance Committee Charter	Corporate Secretary	Approve	/
16	Adjournment (10:57)	Committee Chairman	Approve	

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Directors

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- Francisco S.A. Sandejas (Independent)
- Lucy C.L. Chou, Director

Attendees

- Alexander S. Narciso, President
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- Joel O. Bungabong, Internal Auditor
- Maria Sachiko A. Pang, Chief Actuary
- Navarro Amper & Co./ Deloitte Touche Tohmatsu, External Auditor
- Edgar S. Tordesillas, General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Winlove Apple R. Sandalo-Exeranza, Assistant Corporate Secretary
- Maria Junifer L. Maliglig, Law Clerk