

SUN LIFE FINANCIAL PLANS, INC.

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

Date : 01 March 2023
 Duration : 10:00 a.m. to 11:00 a.m.
 Place : Board Room, 6th Floor Sun Life Centre, BGC, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (10:00)	Chairman		
2	Certification of Notice and Quorum (10:01)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (05 December 2022) (10:02-10:03)	Chairman	Approve	/
4	Matters Arising from the Previous Meeting's Minutes: (1) (10:03-10:04)	Chairman	Note	
5	Presentation of the 2022 Audit Results and Management Letter (10:04-10:05)	Deloitte	Note	/
6	2022 Audited Financial Statements (including Management Representation Letter) (10:05-10:15)	Deloitte / Leo Carl T. Chin	Approve/ Endorse	/
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) (including the review of External Audit Fees and External Audit Relationship)	Leo Carl T. Chin	Note	/
9	Compliance Report (10:30-10:35)	Ma. Jemilyn S. Camania	Note	/
10	2023 Compliance Plan (10:35-10:40)	Ma. Jemilyn S. Camania	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	Nomination of the Board of Directors (10:55)	Corporate Secretary	Approve	/
15	Forward Agenda (10:56)	Corporate Secretary	Note	/

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
16	Review of Committee Charter (10:57-10:58)	Corporate Secretary	Approve	/
17	Other matters, if any (10:59)	Chairman	Note	
17a	a. Manual on Corporate Governance	Corporate Secretary	Approve/ Endorse	/
18	Adjournment (11:00)	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
- Ma. Jemilyn S. Camania, Compliance Officer
- Maria Pia A. Urgello, Deputy Compliance Officer
- Ivan P. Corcuera, Head of Investments
- Candy S. Esteban, Chief Financial Officer, Sun Life Philippines
- Gaurav Mishra, Chief Operations & Digital Enterprise Officer
- Pia Angelica Javier, Chief Technology Modernization Officer
- Ria V. Mercado, Risk Officer
- Edgar S. Tordesillas, General Counsel
- Anna Katrina C. Kabigting-Ibero, Corporate Secretary
- Hope Jan C. Candido, Assistant Corporate Secretary
- Maria Junifer L. Maliglig, Law Clerk

SUN LIFE FINANCIAL PLANS, INC.

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

Date : 06 December 2023
 Duration : 2:30 p.m. to 3:35 p.m.
 Place : Board Room, 6th Floor, Sun Life Centre, 5th Ave. cor. Rizal Drive, BGC, Taguig City

BUSINESS		RESPONSIBLE PARTY	ACTION REQUIRED	APPENDIX
1	Call to Order (2:30)	Committee Chairman		
2	Certification of Notice and Quorum (2:31)	Corporate Secretary	Note	
3	Minutes of the Previous Meeting (01 March 2023) (2:32)	Committee Chairman	Approve	/
4	Matters Arising from the Previous Meeting's Minutes: None (2:33)	Committee Chairman	Note	
5	External Audit Plan for Audit Year 2023 (2:33-2:42)	Deloitte	Approve	/
6	Private Meeting between the non-executive members of the Committee and the External Auditor (2:43-2:48)	Committee Chairman		
7	Financial Review Summary (2:49-2:58)	Leo Carl T. Chin	Note	/
7a	a. Audit Fee for 2023		Approve	/
8	Compliance Report (2:59 -3:08)	Maria Teresa A. Co	Note	/
9	Report on Controls (3:09-3:18)	Joel O. Bungabong	Note	/
10	2024 Internal Audit Plan (3:19-3:24)	Joel O. Bungabong	Approve	/
11	Private Meeting between the non-executive members of the Committee and the Internal Auditor (3:25-3:27)	Committee Chairman		
12	Private Meeting between the non-executive members of the Committee and the Compliance Officer (3:28-3:31)	Committee Chairman		
13	Forward Agenda (3:32)	Corporate Secretary	Approve	/
14	Schedule of Meetings 2024-2025 (3:33)	Corporate Secretary	Approve	/
15	Other matters, if any (3:34)	Chairman	Note	
16	Adjournment (3:35)	Committee Chairman	Approve	

Distribution List

Directors

- Francisco S.A. Sandejas, Chairman (Independent)
- Oscar S. Reyes, (Independent)
- Lucy C.L. Chou, 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 Amper & Co./ Deloitte Touche Tohmatsu, External Auditor
- Candy D. Esteban, Chief Financial Officer, Sun Life Philippines
- Gaurav Mishra, Chief Operations and Digital Enterprise Officer
- Pia Angelica Javier, Chief Technology Modernization Officer
- Ria V. Mercado, Chief Risk 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
- Hope Jan C. Candido, Assistant Corporate Secretary
- Jennifer R. Samodio, Administrative Assistant