

SILAY INSTITUTE, INCORPORATED
NOTICE OF ANNUAL MEETING OF STOCKHOLDERS

To All Stockholders,

Please be informed that the Annual Meeting of Stockholders of Silay Institute, Inc. will be postponed and moved to **Thursday, 22 October 2020 at 10:00 A.M. to 12:00 P.M.**, as approved by the Board of Directors on 5 August 2020. Further, considering the ongoing COVID-19 pandemic, we are holding this year's meeting **via Zoom** with the approval by the Board of Directors of Silay Institute, Inc., also given on 5 August 2020 and pursuant to *SEC Memorandum Circular No. 6-2020* prescribing the guidelines on the conduct of the meetings via video and teleconference.

The Agenda for the meeting shall be as follows:

1. Call to order and certification of quorum
2. Approval of the Minutes of the Annual Stockholders' Meeting held on 14 October 2019
3. Presentation of Management Report and Audited Financial Statements for the year ended 31 May 2020
4. Election of Directors
5. Appointment of Independent Auditors
6. Ratification of all acts of the Board of Directors and Management since the Last Annual Meeting up to present date
7. Adoption and approval of the new By-laws
8. Other matters
9. Adjournment

To attend the meeting, kindly notify the Corporate Secretary by sending an email to graciela.alpad@amdatex.com on or before October 14, 2020 and indicate your preferred email address and mobile phone number wherein we can contact you.

After confirming your identity and all necessary information, please expect an email back from the same address. The Corporate Secretary will provide you a Zoom meeting invitation with the required meeting ID and password and other instructions.

Finally, if you wish to attend the meeting thru your authorized representative, kindly accomplish the appropriate Proxy Letter and transmit the same to the Corporate Secretary c/o Ms. Rose Octoso, Silay Institute, Rizal Street, Silay City, on or before the end of business hours on 14 October 2020.

The organizational meeting of the Board of Directors will immediately follow after the annual stockholders' meeting.

Thank you very much.

Sincerely yours,

Signed by:

Atty. ANTERO JOSE M. CAGANDA
Corporate Secretary

Encls: Proxy Letter – Individual
Proxy Letter - Corporate

PROXY

I, _____, with postal address at _____ and a registered stockholder of SILAY INSTITUTE INCORPORATED (“Company”), do hereby constitute and appoint _____, of legal age, and residing at _____, as my true and lawful attorney, and in my name, place and stead, to participate in the proceedings and vote as my proxy at the Annual Stockholders’ Meeting of the Company to be held on 22 OCTOBER 2020 at 10:00AM-12:00P.M. via teleconferencing/videoconferencing or any other remote or electronic means of communication, as fully as I would be entitled to participate and vote if personally present, upon all legal matters which may come before the said meeting.

GIVING AND GRANTING unto my said attorney and proxy full power and authority to do and perform every legal act and thing whatsoever requisite or necessary to be done in and about the premises as fully to all intents and purposes as I may or could lawfully do or cause to be done by virtue thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2020, in _____.

Name of Stockholder

Proxy Authority - INDIVIDUAL

PROXY

_____ (“COMPANY”), with principal business address at _____, and a stockholder of SILAY INSTITUTE INCORPORATED, by virtue of a Board Resolution, a copy of which is hereto attached, does hereby constitute and appoint _____, of legal age, and residing at _____, as the COMPANY’s true and lawful attorney, and in its name, place and stead, to participate in the proceedings and vote as the Company’s proxy at the Annual Stockholders’ Meeting of the SILAY INSTITUTE INCORPORATED to be held on 22 OCTOBER 2020 at 10:00 A.M./ P.M. via teleconferencing/videoconferencing or any other remote or electronic means of communication, as fully as the Company would be entitled to participate and vote if personally present, upon all legal matters which may come before the said meeting.

GIVING AND GRANTING unto said attorney and proxy full power and authority to do and perform every legal act and thing whatsoever requisite or necessary to be done in and about the premises as fully to all intents and purposes as the Company may or could lawfully do or cause to be done by virtue thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2020, in _____.

Name of Corporate Stockholder

Proxy Authority-Corporate