

PARTICIPATION *IN ABSENTIA* OR VIA REMOTE COMMUNICATION

Stockholders of record as of 20 May 2020 have the option of electronic voting *in absentia* on the matters in the Agenda, after email registration and successful validation.

Registration

1. Shareholder must send an email to the Office of the Corporate Secretary at PSPC-Governance@shell.com on or before **29 May 2020**:
 - a. Subject of the Email: SHLPH 2020 Annual Stockholders' Meeting Registration
 - b. The following must be provided or attached in the email:

Individual stockholders with stock certificates	<ol style="list-style-type: none"> i. A recent photo of the stockholder, with the face fully visible (in JPG format). File size should be no larger than 2MB; ii. A scanned copy of the front and back portions of the stockholder's valid government-issued ID, preferably with residential address (in JPG format). File size should be no larger than 2MB; iii. Email address iv. Contact number v. <u>Indicate if stockholder will attend via remote communication</u>
Stockholders under Broker accounts	<ol style="list-style-type: none"> i. Broker's certification on the stockholder's number of shareholdings (in JPG format) as of 20 May 2020. File size should be no larger than 2MB; ii. A recent photo of the stockholder, with the face fully visible (in JPG format). File size should be no larger than 2MB; iii. A scanned copy of the front and back portions of the stockholder's valid government-issued ID, preferably with residential address (in JPG format). File size should be no larger than 2MB; iv. Email address v. Contact number vi. <u>Indicate if stockholder will attend via remote communication</u>
Corporate stockholders	<ol style="list-style-type: none"> a. Secretary's certificate attesting to the authority of the representative to vote for, and on behalf of the Corporation (in JPG format). File size should be no larger than 2MB; b. A recent photo of the stockholder's representative, with the face fully visible (in JPG format). File size should be no larger than 2MB; c. A scanned copy of the front and back portions of the valid government-issued ID of the stockholder's representative, preferably with residential address (in JPG format). The file size should be no larger than 2MB; d. Company email address e. Contact number f. <u>Indicate if stockholder will attend via remote communication</u>

Validation

2. Upon receipt by the Corporation of the email, the Office of the Corporate Secretary will acknowledge it and will revert with its validation result no later than three (3) business days from receipt.
3. Once successfully validated, the stockholders will receive another e-mail notification of their successful registration.

Voting

4. Registered stockholders have until the end of the Meeting to cast their votes *in absentia* or via remote communication through the digital ballot link that will be sent by the Office of the Corporate Secretary.
 - a. For items other than the Election of Directors, the registered stockholder has the option to vote: For, Against, or Abstain. The vote is considered cast for all the registered stockholder's shares.
 - b. For the election of directors, the registered stockholder may vote for all nominees, not vote for any of the nominees, or vote for some nominees only, in such number of shares as preferred by the stockholder, provided that the total number of votes cast shall not exceed the number of shares owned, multiplied by the number of directors to be elected. Further, if a stockholder has indicated an intention to vote for the nominees but did not indicate the number of shares voted for/against each nominee, it will be presumed that the stockholder allocated an equal number of votes for/against all nominees.
 - c. The registered stockholder can proceed to submit the accomplished ballot by clicking the 'Submit' button.

Votes cast *in absentia* will have equal effect as votes cast in person or by proxy. If a proxy was sent prior to voting in absentia, the proxy will be superseded by a ballot cast by the same shareholder or his/her/its proxy *in absentia*.

Counting

5. The Office of the Corporate Secretary will count and tabulate the votes cast *in absentia* and via remote communication together with the votes cast by proxy.

For any clarifications, please contact Office of the Corporate Secretary at PSPC-Governance@shell.com.

Remote Communication

1. Only shareholders who have notified the Office of the Corporate Secretary upon registration of their intention to participate in the Meeting by remote communication will receive the link of the Meeting [SHLPH Stockholder's Annual General Meeting - 16 June, 2020 - 14:00 PHT](#).
2. Note that shareholders participating by remote communication may, should they wish to cast their votes must also accomplish the digital ballot to cast their votes.
3. Stockholders will be on audio mode and will be able to see the presentations. Since only the presenters can speak during the Meeting, stockholders may email questions or comments prior to the meeting to the Office of the Corporate Secretary at PSPC-Governance@shell.com. Time permitting, the Corporation will exert best efforts to read and answer the questions during the Meeting.
4. The recorded webcast of the Meeting will be posted on the Corporation's website after the Meeting. Stockholders shall have two weeks from posting to raise to the Company any issues, clarifications and concerns on the Meeting conducted.