



**INTERNATIONAL MARKETING GROUP (IMG) INSURANCE BROKERS CORP.**

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**INTER-OFFICE MEMORANDUM**

To : **ALL BOARD OF DIRECTORS AND SENIOR OFFICERS**  
Date : **October 1, 2021**  
Subject : **Run Down of RELATED PARTY TRANSACTION**

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Please be advised that a rundown activity will be conducted by the Training and Development Department aimed at familiarizing all Board of Directors and Senior Officers with the company's RELATED PARTY TRANSACTION CHARTER.

Kindly refer to the attached sheet for the schedule, copy of the manual, and other details, which will be sent to your respective emails together with the zoom link three (3) days before your scheduled activity.

Please be guided accordingly.

**Jaime H. Nadal**  
AVP – Training and Development Dept.

## INTERNATIONAL MARKETING GROUP

NO	NAME	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	TRANQUIL GERVACIO S. SALVADOR III	October 07, 2021	October 04, 2021	
2	JOSE ENRIQUE DE LAS PEÑAS	October 07, 2021	October 04, 2021	
3	NOEL A. ARANDILLA	October 07, 2021	October 04, 2021	
4	LOUIS BARTOLOME J. BORJA	October 07, 2021	October 04, 2021	
5	MARIO Y. CAVADA	October 07, 2021	October 04, 2021	
6	RIZAL ANTONIO D. MERU	October 07, 2021	October 04, 2021	
7	MANUELITO. S. INSO	October 07, 2021	October 04, 2021	
8	JOHANNES S. OLA	October 07, 2021	October 04, 2021	

Received by: Admin/Staff: Lorraine Manlangit