



INTERNATIONAL MARKETING GROUP (IMG) INSURANCE BROKERS CORP.

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## INTER-OFFICE MEMORANDUM

To : ALL BOARD OF DIRECTORS AND SENIOR OFFICERS  
Date : November 12, 2025  
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, GERVANCIO S. SALVADOR III	November 20, 2025	November 17, 2025	
2	JOSE ENRIQUE DE LAS PENAS	November 20, 2025	November 17, 2025	
3	NOEL A. ARANDILLA	November 20, 2025	November 17, 2025	
4	LOUIS BARTOLOME J. BORJA	November 20, 2025	November 17, 2025	
5	MARIO Y. CAVADA	November 20, 2025	November 17, 2025	
6	RIZAL ANTONIO D. MERU	November 20, 2025	November 17, 2025	
7	MANUELITO S. INSO	November 20, 2025	November 17, 2025	
8	JOHANNES S. OLA	November 20, 2025	November 17, 2025	

Received by: Admin/Staff  
Loraine Manlangit



## INTER-OFFICE MEMORANDUM

To : ALL BOARD OF DIRECTORS AND SENIOR OFFICERS  
Date : November 12, 2025  
Subject : Run Down of the NOMINATION COMMITTEE

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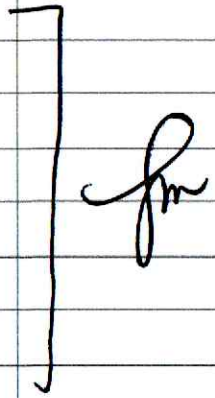
Please be advised that a rundown activity will be conducted by the Training and Development Department aimed at familiarizing all Board of Directors and Senior Officers with the company's NOMINATION COMMITTEE, its roles and function.

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, GERVANCIO S. SALVADOR III	December 05, 2025	November 17, 2025	
2	JOSE ENRIQUE DE LAS PENAS	December 05, 2025	November 17, 2025	
3	NOEL A. ARANDILLA	December 05, 2025	November 17, 2025	
4	LOUIS BARTOLOME J. BORJA	December 05, 2025	November 17, 2025	
5	MARIO Y. CAVADA	December 05, 2025	November 17, 2025	
6	RIZAL ANTONIO D. MERU	December 05, 2025	November 17, 2025	
7	MANUELITO S. INSO	December 05, 2025	November 17, 2025	
8	JOHANNES S. OLA	December 05, 2025	November 17, 2025	

Received by: Admin/Staff  
Lorraine Manlangit



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

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## **INTER-OFFICE MEMORANDUM**

**To : ALL BOARD OF DIRECTORS AND SENIOR OFFICERS**  
**Date : November 12, 2025**  
**Subject : Run Down of the REMUNERATION COMMITTEE CHARTER**

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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 REMUNERATION COMMITTEE'S roles and function.

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, GERVANCIO S. SALVADOR III	December 10, 2025	November 17, 2025	
2	JOSE ENRIQUE DE LAS PENAS	December 10, 2025	November 17, 2025	
3	NOEL A. ARANDILLA	December 10, 2025	November 17, 2025	
4	LOUIS BARTOLOME J. BORJA	December 10, 2025	November 17, 2025	
5	MARIO Y. CAVADA	December 10, 2025	November 17, 2025	
6	RIZAL ANTONIO D. MERU	December 10, 2025	November 17, 2025	
7	MANUELITO S. INSO	December 10, 2025	November 17, 2025	
8	JOHANNES S. OLA	December 10, 2025	November 17, 2025	

Received by: Admin / Staff  
Loraine Manlangit