



INTERNATIONAL MARKETING GROUP (IMG) INSURANCE BROKERS CORP.

INTER-OFFICE MEMORANDUM

TO : ALL BOARD OF DIRECTORS AND SENIOR OFFICERS
DATE : November 20, 2019
SUBJECT : **Run Down for CODE of CORPORATE GOVERNANCE MANUAL (1st Session)**


Please be advised that a rundown activity (1st Session) will be conducted by the Training and Development Department aimed at familiarizing all Board of Directors and Senior Officers with the company's CODE OF CORPORATE GOVERNANCE and its principles.

Kindly refer to the attached sheet for the schedule, copy of the manual and other details , which has been sent to your respective emails two (2) days before your scheduled activity.

Please be guided accordingly.


CRISTINA M. ARIAS
Head- Personnel Department

INTERNATIONAL MARKETING GROUP

NO	NAME	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	JOSE ENRIQUE DE LAS PEÑAS	NOVEMBER 27, 2019	NOVEMBER 28, 2019	
2	NOEL A. ARANDILLA	NOVEMBER 27, 2019	NOVEMBER 28, 2019	
3	LOUIS BARTOLOME J. BORJA	NOVEMBER 27, 2019	NOVEMBER 28, 2019	
4	MARIO Y. CAVADA	NOVEMBER 27, 2019	NOVEMBER 28, 2019	
5	RIZAL ANTONIO D. MERU	NOVEMBER 27, 2019	NOVEMBER 28, 2019	
6	MANUELITO. S. INSO	NOVEMBER 27, 2019	NOVEMBER 28, 2019	
7	JOHANNES S. OLA	NOVEMBER 27, 2019	NOVEMBER 28, 2019	

Received by Admin / Staff



INTERNATIONAL MARKETING GROUP (IMG) INSURANCE BROKERS CORP.

INTER-OFFICE MEMORANDUM

TO : ALL BOARD OF DIRECTORS AND SENIOR OFFICERS
DATE : December 2, 2019
SUBJECT : Run Down for CODE of CORPORATE GOVERNANCE MANUAL (2nd Session)


Please be advised that a rundown activity (2nd Session) will be conducted by the Training and Development Department aimed at familiarizing all Board of Directors and Senior Officers with the company's CODE OF CORPORATE GOVERNANCE and its principles.

Kindly refer to the attached sheet for the schedule, copy of the manual and other details, which has been sent to your respective emails two (2) days before your scheduled activity.

Please be guided accordingly.


CRISTINA M. ARIAS
Head- Personnel Department

INTERNATIONAL MARKETING GROUP

NO	NAME	DATE OF ORIENTATION	DATE RECEIVED	SIGNATURE
1	JOSE ENRIQUE DE LAS PEÑAS	DECEMBER 03, 2019	DECEMBER 04, 2019	 A blue rectangular stamp with a grid pattern and the date "04 DEC 2019" is overlaid on the signature column. A handwritten signature is written over the stamp.
2	NOEL A. ARANDILLA	DECEMBER 03, 2019	DECEMBER 04, 2019	
3	LOUIS BARTOLOME J. BORJA	DECEMBER 03, 2019	DECEMBER 04, 2019	
4	MARIO Y. CAVADA	DECEMBER 03, 2019	DECEMBER 04, 2019	
5	RIZAL ANTONIO D. MERU	DECEMBER 03, 2019	DECEMBER 04, 2019	
6	MANUELITO. S. INSO	DECEMBER 03, 2019	DECEMBER 04, 2019	
7	JOHANNES S. OLA	DECEMBER 03, 2019	DECEMBER 04, 2019	

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