

TO: ALL EMPLOYEE-MEMBERS
FROM: KOLIN EMPLOYEE COOPERATIVE
DATE: SEPTEMBER 03, 2025
RE: TEMPORARY NON-ACCEPTANCE OF NEW LOAN APPLICATION AND SHARE INVESTMENTS
REF #: COOP-000-25-09-001
CC: FILE/DC/BULLETIN BOARD/HR-BENEFITS/ALL CONCERNED DEPARTMENTS

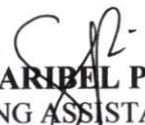
Please be informed that a cut off will be implemented for loan applications and share investment. Loan applications/share investments shall only be accepted until September 15, 2025. This is to allow sufficient time for the computation of earnings, proper control of cash outflow, and inclusion of new members during the cut-off period while the computation is ongoing.

Moreover, the acceptance of new loan application and share investments will resume after the release of earnings to all members by November 17, 2025. This may be earlier or later, depending on the completion of member responses on whether to invest or withdraw.

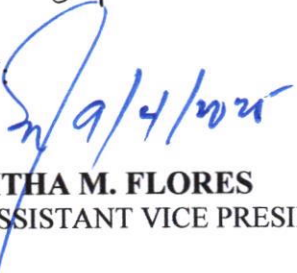
Should you have any questions and concerns regarding this matter, kindly coordinate with the undersigned.

Thank you for your understanding.

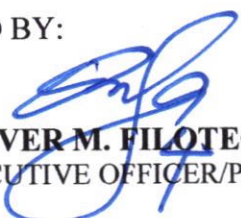
PREPARED BY:

 09/03/2025
MARIBEL P. PENA
ACCOUNTING ASSISTANT – PAYROLL III

NOTED BY:

 9/4/2025
EDITHA M. FLORES
FINANCE ASSISTANT VICE PRESIDENT

APPROVED BY:


OLIVER M. FILOTEO
CHIEF EXECUTIVE OFFICER/PRESIDENT