

\_\_\_\_\_  
(STOCK CERTIFICATE NO(S))

\_\_\_\_\_  
(DATE)

TO: **STOCK TRANSFER SERVICE, INC.**  
UNIT 34-D RUFINO PACIFIC TOWER  
6784 AYALA AVENUE, MAKATI CITY

Nature of request: Please check appropriate box

☐ From Single to Married

☐ from Married to Single

☐ Correction of Name

Attached herewith are the following documents to take effect the change of name

\_\_\_\_\_  
(Signature of stockholder over printed name )

Address: \_\_\_\_\_ Contact no. \_\_\_\_\_

\_\_\_\_\_  
(Signature of authorized representative over printed name )

Note: Please attach Special Power of Attorney

Please refer to back/next page for the requirements

**FROM SINGLE TO MARRIED**

- Original Stock Certificate(s) duly endorsed by the Stockholder
- Signed photocopies of two (2) valid IDs
- Duly signed Signature Card
- Photocopy of Marriage Certificate/ Birth Certificate
- Processing fee  
Php22.40 per certificate cancelled and  
Php112.00 per issued certificate

**FROM MARRIED TO SINGLE**

- Original Stock Certificate(s) duly endorsed by the Stockholder
- Signed photocopies of two (2) valid IDs
- Duly signed Signature Card
- Photocopy of Marriage Certificate/ Birth Certificate
- Photocopy of annulment/divorce papers
- Processing fee  
Php22.40 per certificate cancelled and  
Php112.00 per issued certificate

**CORRECTION OF NAME**

- Original Stock Certificate(s) duly endorsed by the Stockholder
- Signed photocopies of two (2) valid IDs
- Duly signed Signature Card
- Photocopy of Marriage Certificate
- Birth Certificate
- Affidavit of one and the same person from two disinterested parties
- Processing fee  
Php22.40 per certificate cancelled and  
Php112.00 per issued certificate

**Note: VALID ID requirements**

- Clear copy of one (1) Primary ID OR two (2) Secondary IDs which bear shareholder's exact name on record
- Primary IDs:** Passport with signature, Philippine Driver's License, PRC card, Digitized SSS /TIN
- Secondary IDs:** Company ID, Credit/ ATM card, Laminated TIN, Senior Citizen Card

For all the IDs:

- a. Kindly photocopy the front and back portion of the IDs
- b. Please ensure that the name and signature on the ID(s) match those on the form/documents submitted
- c. Please ensure that signature on the ID/s is clear and verifiable
- d. Please ensure that IDs are not expired

Kindly mail the accomplished forms/requirements to:

**STOCK TRANSFER SERVICE, INC.**

UNIT 34-D RUFINO PACIFIC TOWER, 6784 AYALA AVENUE, MAKATI CITY

Tel no.: (02) 5310-1351

Email: Mr. Vince Mendoza -vgmendoza@stocktransfer.com.ph/

Mr. Michael C. Capoy - mccapoy@stocktransfer.com.ph