

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

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

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

**Nature of request**

Request for stock certificate

☐ Unclaimed Stock Cert. (SC no. \_\_\_\_\_ – No. of shares \_\_\_\_\_ )

☐ Replacement of Lost Cert. (SC no. \_\_\_\_\_ – No. of shares \_\_\_\_\_ )

(Please see requirements at the back portion)

\_\_\_\_\_  
( 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 portion for the requirements

- Notarized original Affidavit of Loss or notarized original Affidavit of Non-Receipt with Indemnity Undertaking (triplicate copies)
- Notarized original Affidavit of Publication (once a week for three consecutive weeks in a news paper of general circulation in principal office of the issuer)
- Waiting period of one (1) year from the date of last publication
- Duly filled-up specimen signature card and additional information form by all stockholders
- Presentment of IDS  
ID Requirements:  
one (1) Primary Identification (Passport, Philippine Driver's License, New SSS/TIN Digitized ID, or PRC License), OR  
two (2) Secondary Identification (Company ID, Credit Card / ATM Card, Senior Citizen's Card, Old SSS/TIN ID) of the shareholder

For all the IDs:

- a. Kindly photocopy the front and back portion of the ID/s
- 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 verifiable
- d. Please ensure that ID/s are not expired

In case of deceased stockholder, applicant is required to provide the following:

- certified true copy of death certificate of stockholder;
- certified true copy of the marriage contract of applicant to deceased stockholder;
- certified true copy of birth certificate of applicant; or
- adoption document of applicant, if applicable

Processing fee

Php22.40 per certificate cancelled and

Php112.00 per issued certificate

Optional : Surety Bond from a reputable surety / insurance company in an amount equivalent to market / book value of the shares covered by the lost stock certificates as indicated in the Issuer's By-Laws; in lieu of the one (1) year waiting period.

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