
(STOCK CERTIFICATE NO(S))

(DATE)

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

Nature of request: Please check appropriate box

Request for Release/Issuance of dividends

Stock dividend (SC no. _____ - No. of shares _____)

Unclaimed Cash Dividend (Year/s _____)

Request for replacement of dividend

Stale check (Please attach stale check)
(check no. _____)

Lost cheque (Please see requirements at the back)

(Signature of stockholder over printed name)

Address: _____ Contact no. _____

(Signature of authorized representative over printed name)

Note: Please attach Special Power of Attorney

- 1.) Duly notarized affidavit executed by the shareholder indicating the following:
 - a. Reason for cheque replacement (e.g. LOST, MISPLACED, NOT RECEIVED, DAMAGED or STOLEN)
 - b. Statement that the shareholder will not deposit / present the subject cheque/s in the event that the same is found / recovered
 - c. Statement that the shareholder will immediately reimburse HSBC for the charges due to the presentation of the lost / stopped cheques

* Before having the affidavit notarized, shareholder may send us first a draft copy through this email address (mccapoy@stocktransfer.com.ph) for our review
- 2) Duly notarized Indemnity Letter
- 3) Valid identification cards
 - 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 affidavit / letter / form submitted
- c. Please ensure that signature on the ID/s is verifiable
- d. Please ensure that IDs are not expired

- 4) Duly accomplished Stop Cheque Payment Form
- 5) **Payment fee of Php 100 per check/account**

Kindly mail the accomplished forms/requirements to:

STOCK TRANSFER SERVICE, INC.

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

TEL. # 403-3798, 403-2410, 403-2412

Email:

mccapoy@stocktransfer.com.ph/marinel.mangubat@aboitiz.com