
(STOCK CERTIFICATE NO(S))

(DATE)

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

Nature of request

Transfer of Shares

Extra-Judicial Settlement
(Please see requirements at the
back)

Adverse Claim
Court Order

Annotation of lien

1. Letter instruction from the bank with conformity of stockholder
 - Loan Agreement
 - Cover Letter/endorsement from stockholder
2. Letter instruction from government agency with endorsement from stockholder

(Signature of stockholder over printed name)

Address: _____ Contact no. _____

(Signature of authorized representative over
printed name) Note: Please attach Special Power of
Attorney

Requirements (in chronological order):

- a. NSO/Certified True Copy of Death Certificate
- b. Original Stock Certificate
(in case of Lost, the heirs must comply first the requirements for lost cert replacement)
- c. Duly notarized Affidavit of Self – Adjudication (for sole heir) or Deed of Extra-Judicial Settlement Partition (for more than one (1) heir)
- d. Affidavit of Publication
 - should be published one every three (3) consecutive weeks
 - in the publication, it should reflect the doc no. book no., page no., and series no.
- e. Payment of Estate Tax (BIR)
 - The requesting heir must have the Certification from the Issuer of the Company or from PSE on the Book Value of the Shares and the Market Value of shares at the Time of Death before going to BIR

List of Documents needed from BIR

- CAR (form 1954)
- Tax Clearance Certificate
- Payment of Documentary Stamp (form 2000)
- (Total no. of shares X Market Value at the time of death must appear in the form)
- f. Secure a Surety bond/Heir's bond from a Non-Life insurance company
(optional if you want immediate transfer of the shares. If not, transfer may take place two years after the publication)
- g. Registered Docs from Registry of Deeds
 - Shares of Stocks are to be registered under Personal Property
 - requirements from A-F must be present (all original docs)
- h. Valid IDs of all heirs
- i. Processing Fees
 - Php22.40 per certificate cancelled and
 - Php112.00 per issued certificate

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