

\_\_\_\_\_  
(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

Please refer to back portion for the requirements

- 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 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](mailto: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

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](mailto:mccapoy@stocktransfer.com.ph)/[marinel.mangubat@abotiz.com](mailto:marinel.mangubat@abotiz.com)