



# SMC STOCK TRANSFER SERVICE CORPORATION

## PROCEDURES FOR THE TRANSFER OF SHARES OF STOCK FROM A DECEASED STOCKHOLDER TO HIS/HER HEIR(S)

The transfer of a deceased stockholder's shares and the issuance of new stock certificate/s to his/her heir/s may be done judicially (through court proceedings) or extra-judicially (out-of-court settlement).

A. If the estate of the deceased stockholder is settled judicially, whether testate (with a Will) or intestate (without a Will), the heirs will have to submit to SMC Stock Transfer Service Corporation (STSC) the following:

1. The original certificates of the deceased stockholder's shares of stock.
2. A copy of the Certificate of Death.
3. When there is a Will, a certified copy of the Will and the final Court Order probating the same, together with a certified copy of the Project of Partition and the final Court Order approving the same.
4. When there is no Will, a certified copy of the Project of Partition and the final Court Order approving the same.
5. Certificate Authorizing Registration (CAR) issued by the BIR attesting to the payment or exemption from payment of the estate tax and all other taxes that may be required (e.g. Documentary Stamp Taxes), in accordance with the National Internal Revenue Code unless the Court Order specifically provides that the transfer may be effected prior to the payment of the relevant taxes.
6. Duly accomplished Specimen Signature Cards (see attached) together with photocopies of two (2) current and valid Identification Documents (IDs) of each of the heirs.
7. Payment for transfer fees – ₱112.00 for every issued certificate plus ₱22.40 for every cancelled certificate.

B. If the estate is settled extra-judicially, the heir/s will have to execute a Deed of Extra-Judicial Settlement (DEED) or an Affidavit of Self-Adjudication (AFFIDAVIT), if there is only one heir.

The heirs must also have a Notice of the Estate's Settlement published in a newspaper of general circulation once a week for three (3) consecutive weeks and request for the publisher's Affidavit attesting the same.

The heirs must also file the estate tax return with the Bureau of Internal Revenue (BIR) District Office of the decedent's last known address and receive from the BIR the Certificate Authorizing Registration (CAR).

The heir/s must have the DEED or AFFIDAVIT, as the case may be, registered with the Register of Deeds of the decedent's last known residence.

The heir/s will have to submit to STSC the following:

1. The original certificate/s of the deceased stockholder's shares of stock.
2. A copy of the Certificate of Death. Upon submission of the stockholder's death certificate, STSC will issue a certification on the value of the shares at time of death. You will need to present this certification to the BIR in connection with the payment of estate taxes.
3. A copy of the Birth Certificate showing the deceased stockholder as parent if the heir is a descendant; if surviving spouse, a copy of the Marriage Contract between the deceased stockholder and his/her spouse; if brother or sister, Birth Certificate of the deceased stockholder and the heir showing a common ancestor.
4. An originally signed or certified copy of the DEED or AFFIDAVIT, as the case may be, duly annotated by the Register of Deeds.
5. Affidavit of publication by the publisher of the newspaper in which the notice of extra-judicial settlement had been published.
6. Certificate Authorizing Registration (CAR) issued by the BIR attesting to the payment or exemption from payment of the estate tax and all other taxes that may be required (e.g. Documentary Stamp Taxes), in accordance with the National Internal Revenue Code.
7. Duly accomplished Specimen Signature Cards (see attached) together with photocopies of two (2) current and valid Identification Documents (IDs) of each of the heirs.
8. Payment for transfer fees – ₱112.00 for every issued certificate plus ₱22.40 for every cancelled certificate.

The new stock certificate/s issued in the name of the heir/s shall be released after a period of two (2) years from the date of registration with the Register of Deeds. However, the certificate/s may be released within such two-year period, provided that the heir/s will submit a two-year heirs bond in favor of the Corporation, issued by an accredited bonding company, in an amount equivalent to the total estimated market value of the decedent's shares.

For assistance in securing the bond, you may contact:

**Anchor Insurance Brokerage Corporation**

14<sup>th</sup> Floor Taipan Building

F. Ortigas Jr. Avenue

Ortigas Center, Pasig City

Contact Person: Mr. Allan Albert S. Gener

Trunk line: (632) 8689-5555 loc. 5525

Direct Line: (632) 8689-5525

Mobile No.: 0917-543-0544

Email Address: [agener@aibc.sanmiguel.com.ph](mailto:agener@aibc.sanmiguel.com.ph)



# SMC STOCK TRANSFER SERVICE CORPORATION

## SPECIMEN SIGNATURE CARD

COMPANY WHERE SHARES ARE OWNED: \_\_\_\_\_ DATE ACCOMPLISHED: \_\_\_\_\_

STOCKHOLDER NAME (Last Name, First Name, Middle Initial, Extended Name or Corporate Name) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

NATIONALITY \_\_\_\_\_ DATE OF BIRTH / INCORPORATION \_\_\_\_\_

TIN \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

MOBILE NOS. \_\_\_\_\_ LANDLINE NOS. \_\_\_\_\_

MARITAL STATUS (for individuals) \_\_\_\_\_

### SPECIMEN SIGNATURES OF STOCKHOLDER / CORPORATION'S AUTHORIZED SIGNATORY (PLEASE SIGN THRICE)

1. ✓ \_\_\_\_\_ 2. ✓ \_\_\_\_\_ 3. ✓ \_\_\_\_\_

#### REQUIRED DOCUMENTS:

**For Individuals:** Valid Government-issued Identification Documents (e.g. Passport, Driver's License, etc.)

**For Corporations:** Latest Articles of Incorporation, By-Laws, General Information Sheet, and Secretary's Certificate re: authorized signatories

Signature verified by Corporate Secretary / authorized signatory (for corporations):



PLEASE BE REMINDED THAT IF YOU DO NOT PROVIDE ANY OR ALL OF THE FOREGOING PERSONAL DATA ACCURATELY, WE MAY NOT BE IN A POSITION TO PROCESS ANY STOCK TRANSFER OF YOUR SHARES OR DISTRIBUTION OF YOUR DIVIDENDS. PLEASE RETURN THIS CARD THROUGH YOUR STOCKBROKER OR DIRECTLY TO:



### SMC STOCK TRANSFER SERVICE CORPORATION

SECOND FLOOR, SMC HEAD OFFICE COMPLEX, 40 SAN MIGUEL AVE., MANDALUYONG CITY 1550 PHILIPPINES  
Telephone: (632) 8632-3450 to 52 | E-mail: smc\_stsc@sanmiguel.com.ph | Website: www.smcstocktransfer.com.ph

### PRIVACY NOTICE

SMC Stock Transfer Service Corporation ("SMC STSC") is committed to provide essential and efficient service to its clients.

In relation to your shareholdings in the above-named company for which SMC STSC acts as stock and transfer agent ("Issuer"), SMC STSC requests you to provide personal and sensitive personal information ("Personal Data") stated in this Specimen Signature Card.

The Personal Data collected and any additional Personal Data that you may provide to SMC STSC in connection with this Specimen Signature Card shall be used to verify your identity for your share transactions and inquiries, distribute the Issuer's declared rights and dividends for which you are entitled, inform you of the Issuer's corporate actions for which you are entitled, and/or provide other information as the Issuers may circulate from time to time.

Subject to compliance with applicable laws and regulations and the SMC STSC Policy on Data Privacy, on a need to know basis and always for a legitimate business purpose, SMC STSC may share your Personal Data with the following: (i) the Issuer, (ii) SMC STSC's subsidiaries and affiliates, (iii) SMC STSC's service providers, contractors, and other third parties engaged by SMC STSC to support its business, and who are bound by contractual obligations to keep your Personal Data and use it only for the purposes for which it is disclosed to them, (iv) stock brokers and financial institutions with whom you have dealings or transactions involving your shares in the Issuer, (v) government and law enforcement agencies, courts in compliance with orders thereof, stock exchanges, and regulatory bodies, and (vi) a buyer or other successor of SMC STSC in the event of a merger, divestiture, restricting, reorganization, dissolution, or other sale or transfer of some or all of its assets.

SMC STSC implements security measures to protect your Personal Data which will be kept while shares are registered in your name with the Issuer, and shall be retained for a maximum period of ten (10) years counted from the date when you no longer have shares of the Issuer registered in your name in the records of the Issuer and SMC STSC.

You are entitled to certain rights in relation to the Personal Data collected from you, including the right to be informed of Personal Data processing, to object to the processing, to access and correct, to delete, and to lodge a complaint before the National Privacy Commission in case of violation of your rights as data subject. You may send us an e-mail at smc\_stsc@sanmiguel.com.ph to request access to, correct and/or delete any Personal Data that you have provided to SMC STSC. Please be informed however, that SMC STSC cannot delete your Personal Data without restricting or removing our ability to provide essential and efficient service to you. SMC STSC may not accommodate a request to correct and/or delete your Personal Data if we believe the same will violate any law, affect other data subjects, or cause your Personal Data to be incorrect.

Should you have any questions and/or concerns regarding this Privacy Statement, SMC STSC's use of your Personal Data, or your rights in relation thereto under the Data Privacy Act of 2012, please do not hesitate to contact the SMC STSC Data Protection Officer at the following: smc\_stsc\_dpo@sanmiguel.com.ph and (+632) 8632-3449.

By providing your Personal Data to SMC STSC, you acknowledge that you have read, understood and agree to all the terms as set forth in this SMC STSC PRIVACY NOTICE. In the case of a natural person connected with a corporation, you acknowledge that you have the authority to provide to SMC STSC the Personal Data of the corporation's authorized signatories.

PRINTED NAME: \_\_\_\_\_ SIGNATURE: ✓ \_\_\_\_\_

SMC Stock Transfer Service Corporation is registered with the National Privacy Commission. You may visit our website at <https://www.smcstocktransfer.com.ph/about.html> to access our NPC Seal of Registration.