



# SMC STOCK TRANSFER SERVICE CORPORATION

## REQUIREMENTS FOR THE REPLACEMENT OF LOST OR DESTROYED CERTIFICATES OF STOCK

Lost, stolen or destroyed certificates must be reported immediately to SMC Stock Transfer Service Corporation (STSC).

STSC shall replace the lost or damaged certificate/s upon submission or accomplishment by the stockholder of the following:

1. An Affidavit of Loss stating the circumstances of the loss, duly notarized **and with the corresponding loose documentary stamps affixed.**
2. An Affidavit of Publication attesting to the publication of the Notice of Loss in a newspaper of general circulation once a week for three (3) consecutive weeks (e.g. line ad), duly notarized **and with the corresponding loose documentary stamps affixed.**
3. Duly accomplished Specimen Signature Card (see attached) together with photocopies of two (2) Identification Documents (IDs) of the stockholder.
4. Payment for transfer fees – ₱112.00 for every issued certificate plus ₱22.40 for every cancelled certificate.

The Corporation shall cancel the lost or destroyed certificate and issue a new certificate for the corresponding number of shares after one (1) year from the date of the last publication, provided that no one has contested the stockholder's ownership of the said shares.

However, a stockholder may be issued a new certificate even before the lapse of this one-year period if he submits a one-year surety bond issued by an accredited bonding company. The bond should be in favor of the Corporation in an amount equivalent to the estimated market value and expected yearly dividend earnings of the shares corresponding to the lost or destroyed certificates.

SMC STOCK TRANSFER SERVICE CORPORATION

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For assistance in securing the surety bond, you may contact the following:

**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)



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## 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.