

LETTER-REQUEST TO CHANGE NAME ON CERTIFICATES AND COMPANY RECORDS

Date: _____

Dear Sir/Madam:

I [hereby] request SMC Stock Transfer Service Corporation to amend my registered name in the records and/or issue new stock certificates of _____:

(name of issuer or company)

FROM (PREVIOUS REGISTERED NAME):	
TO (AMENDED REGISTERED NAME):	

for the following reason/s *(check all that apply)*:

- | | | |
|--|--|---|
| <input type="checkbox"/> Change of name due to change of marital status
<i>(Maiden to married, Married to maiden, others)</i> | <input type="checkbox"/> Change of Name from SSS
FAO/GSIS FAO to regular name | <input type="checkbox"/> Correction of Name |
| <input type="checkbox"/> Direct Transfer
<i>(Sale, Donation)</i> | <input type="checkbox"/> Other reasons: _____ | |

Attached herewith are the pertinent documents related to my request.

Sincerely,

(Signature over Printed Name)

(Contact No.)