

Date: _____

To: COL Financial Group, Inc

Dear Sir/Madam,

This is to instruct COL Financial to convert my CEBU AIR, INC. COVERTIBLE PREFERRED (CEBCP) shares to CEBU AIR, INC. (CEB) common shares

Total no. of CEBP shares for conversion: _____

COL Account Number: _____

Conversion Option to take (please choose one)*:

☐ Normal Process

☐ Express Process

**Please note that if no conversion option is chosen, the default option will be the Normal Process. You may check the difference between the Normal Process and the Express Process through this link: [click here](#).*

I authorize COL Financial Group, Inc to debit my account for all the fees and charges related to the conversion of CEBCP shares to CEB shares and to take out the CEBCP shares on my COL account to execute the conversion.

Very truly yours,

Primary Account Holder's Signature over printed name

Contact#:

Email Address:

Secondary Account Holder's Signature over printed name

Contact#:

Email Address: