

INSTRUCTIONS:

1. Print, fill-out & affix wet ink signature. No digital signatures.
2. Update your COL account via <https://my.colfinancial.com> before submission to COL Financial's Operations Department.
3. Submit the originally signed form to COL Financial's Operation Department at
24th Floor, East Tower, Tektite Towers, Exchange Road, Ortigas Center, Pasig City, Philippines 1605.

CHOOSE ONE (Put a check mark on your chosen request)

<input type="checkbox"/> Stock Transfer In (Receive shares from other Brokers)	<input type="checkbox"/> Lodgment (Convert stock certificate into electronic shares)
<input type="checkbox"/> Stock Transfer Out (Send shares to other Brokers)	<input type="checkbox"/> Upliftment (Convert electronic shares into stock certificate)
<input type="checkbox"/> Internal Transfer (No change in beneficial owner) From COL Acct: _____ to _____	

FOR ALL SECURITY INSTRUCTION REQUESTS

(Fill out the details below. If your request exceeds the space provided, please attach a separate sheet for your complete list)

Name of Security	Stock Code	# Shares	Average Cost* (For Stock Transfer IN and lodgment)	# Certificates (For Lodgment)
1.				
2.				
3.				

* If left blank, the default value will be the previous closing price of stock when the Lodgment or Transfer was processed.

FOR STOCK TRANSFERS IN/OUT (Fill out the details below.)

Counterparty Broker Name	Counterparty Broker Contact Person & Details	Account Name w/Counterparty Broker

FEES & ADDITIONAL REQUIREMENTS

Stock Transfer In	<ul style="list-style-type: none"> • Fees: P75.00 per name of security • Only for this request can this form be submitted via email to stockcerts@colfinancial.com
Stock Transfer Out	<ul style="list-style-type: none"> • Fees: P75.00 per name of security
Lodgment	<ul style="list-style-type: none"> • Fees: P100.00/stock (up to 20 pcs of Certificates) + Cancellation fee of P20.00/certificate + 12% VAT • Attach the duly endorsed stock certificate(s) and originally signed signature card(s)
Upliftment	<ul style="list-style-type: none"> • Fees: P150.00 or P162.00 depending on the stock transfer office • Attach an originally signed signature card(s)
Internal Transfer	<ul style="list-style-type: none"> • Fees: none
Mail Courier	<ul style="list-style-type: none"> • P200.00 for local deliveries. International delivery charges would vary

Terms & Conditions: I agree that: (1) Processing time shall start from COL's receipt of complete requirements. (2) The transfer agent may ask for more requirements which may increase the processing time. I shall submit them within 2 weeks from notice, otherwise COL shall automatically deem the request as cancelled. (3) For upliftment requests and cancelled lodgment, if I am unable to claim the certificates from COL's main office within 3 working days of notice, COL shall courier them to my delivery address. In such case, I agree to shoulder all related fees, including courier fees, which are nonrefundable and shall be deducted from my COL account. I agree not to hold COL/ any of its personnel liable for any and all losses or damages that may occur in relation to the delivery of the documents.

	
PRIMARY ACCOUNT HOLDER'S SIGNATURE OVER PRINTED NAME	SECONDARY ACCOUNT HOLDER'S SIGNATURE OVER PRINTED NAME
COL ACCOUNT #	DELIVERY ADDRESS: (No. & Street/Building/Subdivision)
CONTACT #	(Town/District/City/Province & Country & Postal Code)
EMAIL ADDRESS:	DATE SIGNED: