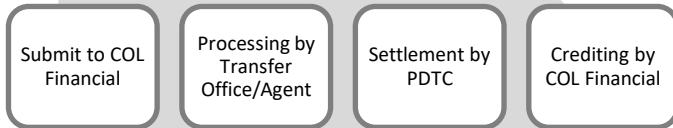


HOW DO I DEPOSIT STOCK CERTIFICATES INTO MY COL ACCOUNT?

You can convert your stock certificates into electronic form for it to be consolidated into your online COL account. This process is called lodgement.

WHAT IS THE PROCESS FOR LODGEMENT?



Step 1: Prepare All Necessary Requirements

Complete the checklist of requirements.

Step 2: Submit the Requirements to COL Financial

Business Center Address: 2403-B East Tower, Philippine Stock Exchange Centre, Exchange Road, Pasig City, Philippines 1605

**Please do not use mail or couriers to submit your requirements as there is a risk that your documents will get lost or misplaced.*

Step 3: Payment of the Lodgement Fee

COL can either debit your cash balance or require you to deposit the lodgement fee into your account.

HOW MUCH ARE THE PROCESSING FEES?

A Lodging fee of Php120 + VAT per stock will be charged with an additional Php20 + VAT per certificate of the same stock after the first certificate.

Example:

Lodgement of 1 certificate of Stock A
 (P100 transfer fee + P20 cancellation fee) = P120.00
 or + P14.40 VAT (non-bank transfer office) = P134.40

CHECKLIST TO CONVERT STOCK CERTIFICATES INTO ELECTRONIC SHARES

- ☐ Stock certificates should be under the name of the COL account holder.
- ☐ Sign at the back of each stock certificate
- ☐ Fill out Securities Instruction Form
- ☐ Fill out one (1) COL Signature Card per company stock certificate
- ☐ Photocopy two (2) valid government issued IDs
- ☐ Payment of processing fees
- ☐ If Applicable: Personal Appearance at the stock transfer office may be required

HOW LONG DOES THE PROCESS TAKE?

It usually takes 1 to 3 weeks to process the lodgement process and for it to be credited to your COL account.

WHERE DO I SIGN ON THE STOCK CERTIFICATE?

Sign at the lower right portion at the back of your stock certificate.



SIGN HERE

DATE: _____ (Please print, fill out & submit the **ORIGINALLY** signed form to COL Financial's Operations Dept)

<input type="checkbox"/> Stock Transfer In (Receive shares from other Brokers)	<input type="checkbox"/> Lodgment (Deposit Certificates)
<input type="checkbox"/> Stock Transfer Out (Deliver shares to other Brokers)	<input type="checkbox"/> Upliftment (Withdraw Certificates)
<input type="checkbox"/> Internal Transfer (No change in beneficial owner) From COL Acct: _____ to _____	

(For STOCK TRANSFERS IN/OUT) (Kindly furnish both COL Financial and the counterparty broker a copy of this form)

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

Name of Security	Stock Code	# Shares	Ave Cost*	# Certificates (only for Lodgment)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

*For Lodgment and Stock Transfer In only. If left blank, the default value will be the previous closing price of the Lodgment/Stock Transfer In day.

Standard Fees per Stock	Processing Period
Stock Transfer In/Out: Php75/transfer	2 working days
Lodgment Fee: [Php100 per stock (per 20 Pcs of Certificates) + Cancellation fee of Php20/ certificate] + 12% VAT	2 to 3 weeks
Upliftment Fee: Php150 (or Php162 for non-bank transfer agents)	At least 30 days
Mail/Courier Fee**: Php200 for local deliveries / International delivery charges would vary	1 week / ++

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)
EMAIL ADDRESS:	(Postal Code/Country)

**COL FINANCIAL GROUP, INC.**

2401-B East Tower, Philippine Stock Exchange Centre
Exchange Road, Ortigas Center, Pasig City, 1605 Philippines
Customer Service Hotline +632 651 5888 • Fax No. +632 634 6958

SPECIMEN SIGNATURE CARD

NAME: (MR./MRS./MS.)

ADDRESS:

TEL. NO.:

CITIZENSHIP:

TIN:

(Each signatory must have two specimen signatures)

IMPORTANT: Certificate will not be issued unless a specimen signature of the stockholder is on file with the transfer agents of the Company. Please fill out this card and return to COL Financial Group, Inc. at 2401-B East Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, 1605 Philippines.

Signature verified by: