

HIGHLY CONFIDENTIAL

STOCK INSTRUCTION FORM

1. Date _____

Account Name: _____

Please print, fill out and submit the **ORIGINALLY** signed form to Operations Department.

2. Type of Request (Please tick one)

- Stock Transfer IN [transfer of shares from other broker to MATRKES] (Php75.00/stock)
- Stock Transfer OUT [transfer of shares from MATRKES to other broker] (Php200.00/stock)
- Internal Stock Transfer (NCBO) From _____ To _____ (Free of Charge)
- Lodgement/Conversion (Php330.00 and additional Php50/stock for succeeding certificates)
- Upliftment [withdrawal of shares from depository account to physical certificate] (Php370.00/stock)

3. For Stock Transfer IN/OUT only (No Change in Beneficial Ownership - NCBO)

Name of Counterparty/Broker: _____

Please make sure that the Counterparty/Broker is notified of this request.

4. List of Securities

Stock Code	Name of Security	No. of Shares	Average Cost (for Stock Transfer IN and lodgement)	Certificate No. (for lodgement only)

Note to client:

- If average cost is left blank, closing market price of the day will be used.
- Stock transfer request should have no change in beneficial ownership.
- For lodgement request, the transfer office may require additional requirements that could increase processing time of the request. You shall submit them within 2 weeks from notice; otherwise MATRKES shall automatically cancel the request and return all original certificate/s.
- For upliftment request, issuance of new stock certificates may take more than thirty (30) days. If you are unable to claim the certificates from MATRKES office within 5 working days of notice, MATRKES shall courier them to your delivery address at your expense, which courier fees shall be deducted from your MATRKES account.

6. Terms and Conditions

In consideration of Maybank ATR Kim Eng Securities, Inc. agreeing to and accepting my/our instructions hereunder, I/We agree to the following terms and conditions:

- This share transfer is subject to the approval and consent of the relevant authorities.
- Processing of this request may take 2-3 working days upon receipt of complete requirements
- I/we acknowledge and accept that my/our personal data will be collected, used, processed and disclosed by MATRKES to provide services or implement transactions which you request, allow, authorize and to comply with the MATRKES internal policies or with the General Terms and Conditions of MATRKES.
- Further, I/We, undertake to fully indemnify and hold MATRKES free and harmless from any claims and liabilities arising from the instructions as detailed above.

Client Signature/s: _____

Primary Accountholder

Secondary Accountholder

8. Specimen Signature Card/s [Required only for Lodgment / Upliftment Requests]

	Maybank ATR Kim Eng Securities, Inc.	Account Code: _____ <input type="checkbox"/> Individual <input type="checkbox"/> Corporation	Please print all information required. Any alteration in the signature card must be in full by the applicant.
SPECIMEN SIGNATURE CARD			
For Individual Applicants Only: (For Corporate Applicants: Use Reverse Side)			
Name <input style="width: 100%;" type="text"/> <div style="display: flex; justify-content: space-between; font-size: x-small;"> (Surname) (First Name) (Middle Name) </div>			
Mailing Address <input style="width: 100%; height: 20px;" type="text"/>			
TIN	Tel. No.	Citizenship	
Specimen Signatures for Individual Applicants: <i>I hereby declare under pain of perjury that all the information contained herein are true and correct of my own personal knowledge.</i>			
1). _____ 2). _____			
Important: Certificates will not be transferred unless a specimen signature of the stockholders is on file with the Stock Transfer Agent of the Company. For your protection, please fill out this card and return to:		Signature Verified by:	
Maybank ATR Kim Eng Securities, Inc. 17/F Tower One Exchange Plaza, Ayala Triangle, Ayala Avenue, Makati City		_____ Signature Over Printed Name	

	Maybank ATR Kim Eng Securities, Inc.	Account Code: _____ <input type="checkbox"/> Individual <input type="checkbox"/> Corporation	Please print all information required. Any alteration in the signature card must be in full by the applicant.
SPECIMEN SIGNATURE CARD			
For Individual Applicants Only: (For Corporate Applicants: Use Reverse Side)			
Name <input style="width: 100%;" type="text"/> <div style="display: flex; justify-content: space-between; font-size: x-small;"> (Surname) (First Name) (Middle Name) </div>			
Mailing Address <input style="width: 100%; height: 20px;" type="text"/>			
TIN	Tel. No.	Citizenship	
Specimen Signatures for Individual Applicants: <i>I hereby declare under pain of perjury that all the information contained herein are true and correct of my own personal knowledge.</i>			
1). _____ 2). _____			
Important: Certificates will not be transferred unless a specimen signature of the stockholders is on file with the Stock Transfer Agent of the Company. For your protection, please fill out this card and return to:		Signature Verified by:	
Maybank ATR Kim Eng Securities, Inc. 17/F Tower One Exchange Plaza, Ayala Triangle, Ayala Avenue, Makati City		_____ Signature Over Printed Name	