

## **INVESTORS' FREQUENTLY ASKED QUESTIONS (FAQs)**

### **1. Who should I ask regarding my shareholdings in ALLHC?**

ALLHC Stockholders may inquire with Stock Transfer Service, Inc. (STSI) regarding matters pertaining to their shares.

Contact details of STSI are as follows:

#### **STOCK TRANSFER SERVICE, INC.**

34-D Rufino Pacific Tower, 6784 Ayala Avenue, Makati City

Tel. No. (+632) 8403-2410/ 5310-1351

Contact Persons:

Joel S. Cortez – [jscortez@stocktransfer.com.ph](mailto:jscortez@stocktransfer.com.ph)

Kim J. Demagante - [kjdemagante@stocktransfer.com.ph](mailto:kjdemagante@stocktransfer.com.ph)

### **2. In case of change of name due to marriage, what are the requirements to reflect the change in name reflected in the shares of stock and dividend checks?**

The requirements for change of name (due to marriage) are as follows:

- a. Letter-request from the stockholder requesting the change of name on the stock certificates and dividend checks
- b. Presentation of two (2) valid IDs (showing the married name) and signed photocopies of at least two (2) valid IDs
- c. Photocopies of the marriage certificate and birth certificate (issued by the Philippine Statistics Authority or PSA)
- d. Submission of existing/original stock certificates and dividend checks (if any, duly endorsed)
- e. Duly signed specimen signature card
- f. Processing fees: P22.40 per certificate cancelled and P112.00 per issuance of certificate
- g. Duly accomplished Privacy Statement and Stockholder Consent Form

The above documents should be submitted to STSI. Processing will take about ten (10) working days from receipt.

For the IDs:

- Kindly photocopy front and back portion of the IDs
- Ensure that the name and signature on the IDs match those in the form/documents submitted; signature on the IDs should be verifiable
- Ensure IDs are not expired

### **3. What should I do to register my new address?**

The stockholder may write directly to STSI to inform the latter of the change of address with copy furnished to the Corporate Secretary of ALLHC. The stockholders may go directly to the office of STSI to accomplish a new specimen signature card and indicate his new address. The Shareholder must present two (2) valid IDs for verification.

The contact details of STSI are stated in item (1) above. Please furnish the Corporate Secretary a copy of the letter at this address:

**Office of the Corporate Secretary**  
AyalaLand Logistics Holdings Corp.  
4/F Tower One and Exchange Plaza  
Ayala Triangle, Ayala Avenue, Makati City

**4. How do I request for a certification on my outstanding shares of stock?**

To secure a certification on outstanding shares of stock, please submit the following requirements to STSI:

- a. Written request to STSI stating the purpose of the certification with coverage date of certification to be issued
- b. Presentation of two (2) valid IDs
- c. Specimen signature card
- d. Payment of certification fee of P200.00.

Processing period is 5-7 working days.

A request for certification of shareholdings of deceased stockholder shall be signed by one of the heirs of the deceased. A certified copy of the death certificate of deceased stockholder shall be submitted to STSI.

**5. How do I inquire about dividends declared by ALLHC?**

A stockholder may inquire about the status of the dividend payments on his/her shareholdings by sending STSI a duly signed written request.

A stockholder who has an account with a stockbroker may also inquire directly with his stockbroker.

**6. In case of lost stock certificate, how do I have it replaced?**

The requirements for replacement of lost stock certificate are:

- a. Notarized Affidavit of Loss with Indemnity Undertaking duly signed by the stockholder (triplicate copies) which should indicate the nature of loss or destruction, complete details of the ALLHC stock certificate such as certificate number and number of shares (The Affidavit of Loss shall be published by the stockholder in a newspaper of general circulation at least once a week for three (3) consecutive weeks at the expense of the registered owner.);
- b. Notarized Affidavit of publication with sample of the published notice; and
- c. Duly filled up specimen signature card and stockholder's consent form.

Lost stock certificates will be replaced one year after the last day of publication. For immediate replacement, the stockholder may secure a surety bond from a reputable BPI-accredited bonding company good for one year in an amount equivalent to the market value of the shares concerned. Proof of payment should also be attached.

Processing fees: P22.40 per certificate cancelled and P112.00 per issuance of certificate.

## 7. How do I sell my shares?

A stockholder who wishes to sell his/her shares can transact through any of the stockbrokerage houses which are members of the Philippine Stock Exchange.

A stockholder may wish to consider BPI Securities to be his/her broker. Contact details are as follows:

### **BPI Securities**

11/F Ayala North Exchange  
6796 Ayala cor. Salcedo St.  
Legaspi Village, Makati City 1229, Philippines  
Tel. No. (632) 8246-5555

## 8. What is the market price of my shares of stock?

For the latest closing price of ALLHC shares, please refer to the ALLHC's historical data of ALLHC in the website of the Philippine Stock Exchange, [www.pse.com.ph](http://www.pse.com.ph)

## 9. What are the requirements for the transfer of shares of stock of a deceased stockholder?

- A. If the deceased died without a will, the requirements for the transfer of shares are as follows:
- (i) PSA certified true copy of death certificate
  - (ii) Original stock certificate/s- In case of lost certificates, the heirs must first comply with the requirements for lost certificates
  - (iii) Original or certified true copy of the Deed of Extrajudicial Settlement duly stamped by the Registry of Deeds
  - (iv) Affidavit of publication executed by publisher of the newspaper with sample of the published notice of execution of the extrajudicial settlement of estate
    - Shall be published by the stockholder in a newspaper of general circulation at least once a week for three (3) consecutive weeks
  - (v) Proof of payment of Estate Tax
    - The requesting heir must have the certification from the issuer or the PSE on the book value of the shares and the market value of the shares at the time of death before going to the BIR
    - Heirs to submit Certificate Authorizing Registration, Tax Clearance Certificate and Payment of Documentary Stamp Tax
  - (vi) **Optional:** Secure Heirs' Bond for the immediate transfer of shares. If not, certificates will be issued under the name of the heirs two (2) years from the last date of publication of the Extrajudicial Settlement
    - Bond effective for two years to be posted in favor of the heirs/creditors who may have been unlawfully deprived of their shares/claim against the estate in the amount equivalent to the market value of the shares for transfer
  - (vii) PSA/Certified true copies of the birth certificate of legal heirs and/or marriage certificate (if married)
- B. In case the deceased left a will, the requirements are:

- (i) Will duly probated in court (The order of the court would then be the basis of the distribution of the properties to the heirs.)
- (ii) Letters of testamentary (to determine the executor /administrator)
- (iii) PSA authenticated death certificate
- (iv) Proof of payment of the estate tax or BIR certification if exempt
- (v) Proof of payment of the documentary stamps
- (vi) BIR clearance (Certificate Authorizing Registration)
- (vii) Original stock certificates

In either case, there will a transfer fee of P112.00 per certificate and cancellation fee of P22.40 per certificate.

The heirs are to proceed to the STSI office to personally fill up the specimen signature card/s and present at least two (2) valid IDs. If the heirs are residing outside of the Philippines, a signature card should be accomplished and apostillized, where applicable, or consularized by the Philippine Embassy. All documents executed outside the Philippines which are required to be notarized should be apostillized, or consularized at the Philippine embassy nearest to the place of execution. Photocopies of the two (2) valid IDs are also needed. The requirements mentioned above should be originally presented to STSI office.