



## **Certification of Shareholdings Request**

- 1. Originally signed letter requesting for Certification of Holdings  
(Indicate the name of shareholder and name of the issuer/stocks)**
  - 2. Accomplished Specimen Signature Card (Please see attached form)**
  - 3. 2 valid government IDs**
  - 4. Payment of Php.100 (Per issuer)**
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### **A.) For Deceased Shareholder (Married)**

- **NSO/PSA Death Certificate of the deceased shareholder**
- **NSO/PSA Marriage Certificate of the spouse**
- **NSO/PSA Birth Certificate of the Child/Children**
- **NSO/PSA Marriage Certificate of the Child/Children (For Married female)**

### **B.) For Deceased Shareholder (Unmarried)**

- **PSA Certificate of No Marriage (Cenomar)**
- **NSO/PSA Death Certificate of the deceased shareholder**
- **NSO/PSA Birth Certificate of the deceased shareholder (To establish name of parents)**
- **NSO/PSA Marriage Certificate of the Parents (If alive)**
- **NSO/PSA Death Certificate of the deceased parent/s (If deceased)**
- **NSO/PSA Birth Certificate of the siblings**
- **NSO/PSA Marriage Certificate of the siblings (For Married female)**

**(Additional requirements are for us to establish the relationship of the shareholder to the requestor)**

*NOTE: We may ask for other documents depending on the situation of the requestor.*

**You may send the following documents to the below address:**

**RCBC STOCK TRANSFER DEPARTMENT  
G/F GREPALIFE BUILDING  
221 SEN. GIL PUYAT AVE., MAKATI CITY**