



MANULIFE & SUNLIFE CERTIFICATED SHARES

CORRECTION OF NAME

1. Formal letter request for correction of name.
2. Original stock certificates duly endorsed by the shareholder
3. Notarized Joint Affidavit of Two Disinterested Persons (see attached sample template)
4. Copy of valid govt IDs of Affiants in the Joint Affidavit
5. Notarized Sworn Affidavit of Name Discrepancy to be executed by the shareholder (see attached sample template)
6. NSO/PSA copy of Birth & Marriage Certificates of shareholder
7. Copy of valid govt IDs of Stockholder preferably one is the govt issued Passport
8. Specimen signature card (see attached form)
9. Copy of Manulife or Sunlife insurance policy
10. Transfer Instruction Letter (see attached form)
11. Payment: Php 100.00 per Issuance / Php 20.00 per Cancellation



MANULIFE & SUNLIFE NON-CERTIFICATED SHARES

CORRECTION OF NAME

1. Formal letter request for correction of name and issuance of physical stock certificate
2. Notarized Joint Affidavit of Two Disinterested Persons (see attached sample template)
3. Copy of valid govt ID's of Affiants
4. Notarized Sworn Affidavit of Name Discrepancy to be executed by the shareholder (see attached sample template)
5. NSO/PSA of copy Birth & Marriage Certificates of shareholder
6. Copy of valid govt IDs of Stockholder preferably one is the govt issued passport
7. Specimen signature card (see attached form)
8. Share ownership statement form for SUNLIFE stockholder only (Available at RCBC Stock Transfer)
9. Copy of Manulife or Sunlife insurance policy
10. Payment: Php 100.00 per Issuance / Php 20.00 per Cancellation