



RIZAL COMMERCIAL BANKING CORPORATION

TRANSFER OF SHARES OF DECEASED STOCKHOLDER

A. JUDICIAL SETTLEMENT (DOCUMENTS):

1. NSO/PSA certified true copy of death certificate
2. NSO/PSA certified true copies of marriage certificate (surviving spouse/married surviving child/children) and/or birth certificates of the child/children (if with surviving child/children)
3. Clear and legible two (2) copies of valid government identification cards each of the surviving heir
4. Original copy/ies of the stock certificates issued in the name of the deceased stockholder
5. Specimen Signature Cards of the surviving heirs (available at RCBC Stock Transfer Office)
6. Original copy of the signed and notarized copy of the Special Power of Attorney if all or one of the surviving heirs is represented by his/her attorney-in-fact. If one of the surviving heir is residing outside of the Philippines, the notarized Special Power of Attorney (together with the valid government identification card) should be presented to the nearest Philippine consul for authentication and the original DFA authenticated documents should be submitted to RCBC Stock Transfer.
7. Certified true copy of the Petition (probate of a last will and testament, partition, judicial settlement) by the legal counsel bearing stamped received by the proper court.
8. Certified true copy/ies by the branch clerk of court of the proper court of the Orders/Decisions on the following:
 - (i) Appointing the administrator/executor
 - (ii) Approving the posting of heir's bond from a reputable bonding company and taking of oath of the court-appointed administrator/executor
 - (iii) Approving the petition/partition/list of inventory report/s
 - (iv) Certificate of Finality of the order approving the probate of a last will and testament, partition or judicial settlement
9. Original/certified true copy of the BIR issued Certificate Authorizing Registration (CAR)/Tax Clearance specifically covering the shares of stock
10. Proof of paid estate tax
11. Transfer Instruction Letter (Available at RCBC Stock Transfer Office)
12. Transfer Fee (Php 100.00 / issuance & Php 20.00 / cancellation)

B. EXTRA-JUDICIAL SETTLEMENT (DOCUMENTS):

1. NSO/PSA certified true copy of death certificate
2. NSO/PSA certified true copies of marriage certificate (surviving spouse/married surviving child/children) and/or birth certificates of the child/children (if with surviving child/children)
3. Clear and legible two (2) copies of valid government identification cards each of the surviving heir
4. Original copy/ies of the stock certificates issued in the name of the deceased stockholder
5. Specimen Signature Cards of the surviving heirs (available at RCBC Stock Transfer Office)
6. Original copy of the signed and notarized copy of the Special Power of Attorney if all or one of the surviving heirs is represented by his/her attorney-in-fact. If one of the surviving heir is residing outside of the Philippines, the notarized Special Power of Attorney (together with the valid government identification card) should be presented to the nearest Philippine consul for authentication and the original DFA authenticated documents should be submitted to RCBC Stock Transfer
7. Original copy of the petition for extra-judicial settlement of estate of deceased stockholder (bearing stamped received by the Registry of Deeds where the deceased stockholder last resided)
8. Original copy of the heirs bond from a reputable bonding company (bearing stamped received by the Registry of Deeds where the deceased stockholder last resided) in an amount equivalent to the value of the personal property involved as certified under oath by the parties concerned and conditioned upon the payment of any just claim that may be filed under Section 4 of Rule 74 of the Rules of Court, as revised
9. Notarized original Waiver of Rights for fractional shares; if applicable
10. Original copy of the Affidavit of Publication covering the petition for extra-judicial settlement
11. Copies of newspaper issues where the petition for extra-judicial settlement was published (to be published once a week for three (3) consecutive week in a newspaper of general circulation)
13. Original/certified true copy of the BIR issued Certificate Authorizing Registration (CAR)/Tax Clearance specifically covering the shares of stock
14. Proof of paid estate tax
15. Transfer Instruction Letter (Available at RCBC Stock Transfer Office)
16. Transfer Fee (Php 100.00 / issuance & Php 20.00 / cancellation)

NOTE:

1. **TO THE SURVIVING HEIR/S OF DECEASED STOCKHOLDER, WE HEREBY ADVISE YOU TO SEEK ASSISTANCE FROM YOUR PERSONAL LEGAL COUNSELS IN THE PREPARATION OF DOCUMENTS AND ITS SUBMISSION TO THE PROPER GOVERNMENT AGENCIES IN RELATION TO THE SETTLEMENT OF ESTATE OF DECEASED STOCKHOLDER, EITHER JUDICIALLY OR EXTRA-JUDICIALLY, IN ACCORDANCE WITH THE RULES OF COURT, PRESIDENTIAL DECREE NO. 1529, OTHER APPLICABLE LAWS, IMPLEMENTING RULES AND REGULATIONS (AND FUTURE LAWS).**
2. The Petition for Extra-Judicial Settlement of Estate of Deceased Stockholder must state the following: (a) the decedent left no will, (b) the decedent left no debt, (c) each heir's relationship to the decedent (e.g. spouse, son, daughter, father, mother, etc), (d) they are the decedent's only surviving heirs, (e) an enumeration and a brief description of the decedent's properties, both real and personal, which the heirs are now dividing among themselves. THE PETITION SHOULD EXPRESSLY MENTION THE SPECIFIC SHARES TO BE TRANSFERRED.
3. The following legal documents must be Consularized or Apostille if they were issued abroad:
 - (i) Death certificate
 - (ii) Marriage certificate
 - (iii) Birth certificate
 - (iv) Special Power of Attorney (SPA)
4. Secure a Certification of Market Price at the Time of Death from the Philippine Stock Exchange Head Office. This document will be required by the BIR and Non-Life Insurance Company
5. In securing the Heir's Bond, kindly take note of the following:
 - (i) the Bond must be issued per Company/Stocks
 - (ii) it must indicate the Company/Stocks as Obligee
 - (iii) Surety Bond as Heir's Bond is not acceptable
 - (iv) are held and firmly bound unto to the Issuer/Company and RCBC not to the Registry of Deeds

-Nothing follows-