

LOST STOCK CERTIFICATES

THE FOREGOING PROCEDURE AND REQUIREMENTS ARE IN ACCORDANCE WITH THE SECTION 73 OF THE CORPORATION CODE OF THE PHILIPPINES, AS FOLLOWS:

NOTARIZED

1. **AFFIDAVIT OF LOSS:** must contain the following info: (See attached format)
 - Name of the Issuer
 - Name of the Stockholder
 - Stock Certificate Number
 - No. of shares represented by each certificate
 - Incident
 - With Indemnity

2. **AFFIDAVIT OF PUBLICATION:** Lost certificate/s must be published in a newspaper of general circulation once a week for three (3) consecutive weeks and the notice must contain the following info:
 - Name of the Issuer
 - Name of the Stockholder
 - Stock Certificate Number
 - No. of shares represented by each certificate
 - After the expiration of one (1) year from the date of the last publication, if no contest has been presented to the corporation regarding the certificate of stock, the right to make such contest shall be barred and the corporation shall cancel the lost, destroyed or stolen certificate of stock in its book.

3. One year waiting period from the last date of publication to allow contest or objection to the issuance of replacement certificate/s. Or a **SURETY BOND** (issued by an insurance company) which amount is acceptable to the Issuer to waive the said one year waiting period and it should be bound to RCBC and corresponding Issue.

NEEDED:

- 3** Copies of Affidavit of Loss (notarized), Original copy for RCBC
- 3** Copies of Affidavit of Publication (Notarized and with clippings attached), Original copy for RCBC
- 2** Valid Gov't IDs (if Individual)
- 2** Specimen Signature Card (see attached form)
- 2** Valid Gov't IDs, Basic Papers, Secretary's Certificate (if Corporation)
- 1** Copy of NSO/PSA of Death Certificate (for deceased stockholder)
- 1** Copy of NSO/PSA of Marriage Certificate of Spouse (for deceased stockholder)
- 1** Copy of NSO/PSA of Birth Certificate of Children (for deceased stockholder)

PROCESSING FEE - PhP 100.00 /Issuance & PhP 20.00 /Cancellation

NOTE: This is not applicable for MANULIFE and SUNLIFE shares