



## **REPLACEMENT OF LOST STOCK CERTIFICATE FOR MANULIFE & SUNLIFE SHARES**

1. Letter request for replacement and bond computation for lost stock certificate  
(Note: indicate the reason why it has been lost)
2. RCBC will issue a payment computation for the Bond to the shareholder for the request of issuance of replacement stock certificate (Available at RCBC Stock Transfer Office)  
**(Note: We will issue Bond computation 7 days after we receive the request letter)**
3. Accomplish the Traveller's form (Available at RCBC Stock Transfer Office)
4. Copy of valid govt IDs with clear photo and signature
5. Specimen signature card (Available at RCBC Stock Transfer Office)

## **ADDITIONAL DOCUMENTS FOR DECEASED STOCKHOLDER**

1. Accomplish Waiver of Probate and Agreement of Indemnity (Exhibit C form for Estate Transfer shares only)- (Available at RCBC Stock Transfer Office)
2. Copy of notarized Extrajudicial Settlement of Estate (upon submission of the notarized forms)
3. Death Certificate (NSO/PSA copy)
4. NSO/PSA copy of Birth Certificate (Surviving Children)
5. NSO/PSA copy of Marriage Certificate (Surviving Spouse / Married Daughter)
6. Copy of valid govt IDs with clear photo and signature
7. Specimen signature card (Available at RCBC Stock Transfer Office)

**Note:** After we receive all the payment and documents submitted by shareholder we will forward this to Canadian stock transfer for them to issue a ticket number for us to proceed the issuance the replacement certificate