

# ***TRANSFER INSTRUCTION LETTER***

Stock Transfer Dept.  
G/F West Wing, Grepalife Bldg.,  
221 Sen. Gil Puyat Avenue,  
Makati City

Gentlemen:

**Enclosed is/are the Stock Certificate/s (duly endorsed) issued by \_\_\_\_\_ for  
cancellation as follows:**

Cert. No.	Name of Stockholder	No. of Shares
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**Please issue the new stock certificate in the name of:**

Name	Address	No. of Shares
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Sincerely,

\_\_\_\_\_  
Signature of Transferor / Authorized Signatory

\_\_\_\_\_  
Address

\_\_\_\_\_  
Tel. No.