COL FINANCIAL
PHILIPPINES

SECURITIES INSTRUCTION FORM

DATE: _____ *(Please print, fill out & submit the ORIGINALLY signed form to COL Financial's Operations Dept)*

☐ **Stock Transfer In** (Receive shares from other Brokers) ☐ **Lodgment** (Deposit Certificates)

☐ **Stock Transfer Out** (Deliver shares to other Brokers) ☐ **Upliftment** (Withdraw Certificates)

☐ **Internal Transfer** (No change in beneficial owner) From COL Acct: _____ to _____

(For STOCK TRANSFERS IN/OUT) *(Kindly furnish both COL Financial and the counterparty broker a copy of this form)*

Counterparty Broker Name	Counterparty Broker Contact Details	Account Name w/Counterparty Broker

Name of Security	Stock Code	# Shares	Ave Cost*	# Certificates (only for Lodgment)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

For Lodgment and Stock Transfer In only. If left blank, the default value will be the previous closing price of the Lodgment/Stock Transfer In day.

Standard Fees per Stock	Processing Period
Stock Transfer In/Out: *Php75/transfer*	2 working days
Lodgment Fee: *[Php100 per stock (per 20 Pcs of Certificates) + Cancellation fee of Php20/ certificate] + 12% VAT*	2 to 3 weeks
Upliftment Fee: *Php150 (or Php162 for non-bank transfer agents)*	At least 30 days
Mail/Courier Fee:** *Php200 for local deliveries / International delivery charges would vary*	1 week / ++

Terms & Conditions: I agree that: (1) Processing time shall start from COL's receipt of complete requirements. (2) The transfer agent may ask for more requirements which may increase the processing time. I shall submit them within 2 weeks from notice, otherwise COL shall automatically deem the request as cancelled. (3) For upliftment requests and cancelled lodgment, if I am unable to claim the certificates from COL's main office within 3 working days of notice, COL shall courier them to my delivery address. In such case, I agree to shoulder all related fees, including courier fees, which are nonrefundable and shall be deducted from my COL account. I agree not to hold COL/ any of its personnel liable for any and all losses or damages that may occur in relation to the delivery of the documents.

PRIMARY ACCOUNT HOLDER'S SIGNATURE OVER PRINTED NAME	SECONDARY ACCOUNT HOLDER'S SIGNATURE OVER PRINTED NAME
COL ACCOUNT #	DELIVERY ADDRESS: (No. & Street/Building/Subdivision)
CONTACT #	(Town/District/City/Province)
EMAIL ADDRESS:	(Postal Code/Country)

COL Financial Group, Inc. is a PSE Trading Participant and Member of SCCP and SIPF.