

# PrimeOrion Philippines, Inc.

## INVESTOR FREQUENTLY ASKED QUESTIONS (FAQs)

### 1. Who should I ask regarding my shareholdings in POPI?

POPI Stockholders may inquire with BDO Stock and Transfer Agent (BDO) regarding matters pertaining to their shares.

Contact details of BDO are as follows:

**BDO UNIBANK, INC.**

Trust and Investments Group - Securities Services and Corporate Agencies Dept.  
15/F South Tower  
BDO Corporate Center  
7899 Makati Avenue, Makati City

Tel. No. 840-7000/ 878-4964

Email: [bdo-stock-transfer@bdo.com.ph](mailto:bdo-stock-transfer@bdo.com.ph)

### 2. In case of change of name due to marriage, what are the requirements to reflect the change in name reflected in the shares of stock and dividend checks?

The requirements for change of name (due to marriage) are as follows:

- a. Letter of instruction from the stockholder requesting the change of name on the stock certificates and dividend checks
- b. Presentation of two (2) valid IDs (showing the married name)
- c. Certified true copy of the marriage certificate (issued by the Philippine Statistics Authority)
- d. Submission of existing/original stock certificates and dividend checks (if any)
- e. Specimen signature card to be accomplished in the office of the stock and transfer agent
- f. Payment of cancellation fee of P20.00 per certificate and issuance fee of P100.00 per certificate

The above documents should be submitted to BDO. Processing will take about fifteen (15) working days.

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### **3. What should I do to register my new address?**

The stockholder may write directly to BDO to inform the latter of the change of address with copy furnished to the Corporate Secretary of POPI. The stockholders may go directly to the office of BDO to accomplish a new specimen signature card and indicate his new address.

The contact details of BDO are stated in item (1) above. Please furnish the Corporate Secretary a copy of the letter at this address:

Office of the Corporate Secretary  
Prime Orion Philippines, Inc.  
3<sup>rd</sup> Floor Tower One and Exchange Plaza  
Ayala Triangle, Ayala Avenue, Makati City

### **4. How do I request for a certification on my outstanding shares of stock?**

To secure a certification on outstanding shares of stock, please submit the following requirements to BDO:

- a. Written request to BDO stating the purpose of the certification
- b. Presentation of two (2) valid IDs
- c. Payment of certification fee of P200.00.

Processing period is 1-2 days.

A request for certification of shareholdings of deceased stockholder shall be signed by one of the heirs of the deceased. A certified copy of the death certificate of deceased stockholder shall be submitted to BDO.

### **5. How do I inquire about dividends declared by POPI?**

A stockholder may inquire about the status of the dividend payments on his/her shareholdings by sending BDO a duly signed written request.

A stockholder who has an account with a stockbroker may also inquire directly with his stockbroker.

### **6. In case of lost stock certificate, how do I have it replaced?**

The requirements for replacement of lost stock certificate are:

- a. Affidavit of Loss duly signed by the stockholder which should indicate the complete details of the POPI stock certificate such as certificate number and number of shares (The Affidavit of Loss shall be published by the corporation in a newspaper of general circulation at least once a week for three (3) consecutive weeks at the expense of the registered owner.); and

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- b. Affidavit of publication with sample of the published notice.

Lost stock certificates will be replaced one year after the last day of publication. For immediate replacement, the stockholder may secure a bond good for one year covering the current market value of the shares concerned. Proof of payment should also be attached.

## **7. How do I sell my shares?**

A stockholder who wishes to see its shares can transact through any of the stockbrokerage houses which are members of the Philippine Stock Exchange.

A stockholder may wish to consider BPI Securities to be his/her broker. Contact details are as follows:

8/F BPI Building  
Ayala Avenue cor. Paseo de Roxas  
Makati City 1226, Philippines  
Tel No. (632) 845-5521 to 23

## **8. What is the market price of my shares of stock?**

For the latest closing price of POPI shares, please refer to the POPI's historical data of POPI in the website of the Philippine Stock Exchange, [www.pse.com.ph](http://www.pse.com.ph)

## **9. What are the requirements for the transfer of shares of stock of a deceased stockholder?**

- A. If the deceased died without a will, the requirements for the transfer of shares are as follows:
  - (i) Original or certified true copy of the Deed of Extrajudicial Settlement
  - (ii) Affidavit of publication with sample of the published notice  
-Certificates will be issued under the name of the heirs two (2) years from the last date of publication of the Extrajudicial Settlement
  - (iii) Certified true copy of the death certificate
  - (iv) Proof of relationship of heirs to decedent (such as marriage contract, birth certificate)
  - (v) Proof of payment of the estate tax
  - (vi) Proof of payment of the documentary stamps
  - (vii) BIR clearance (original Certificate Authorizing Registration)
  - (viii) Original stock certificates registered in the name of the decedent
  - (ix) Bond effective for two years to be posted in favor of the heirs/creditors who may have been unlawfully deprived of their shares/claim against the estate in the amount equivalent to the market value of the shares for transfer.

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B. In case the deceased left a will, the requirements are:

- (i) Will duly probated in court (The order of the court would then be the basis of the distribution of the properties to the heirs.)
- (ii) Letters of testamentary (to determine the executor /administrator)
- (iii) Certified true copy of the death certificate
- (iv) Proof of payment of the estate tax or BIR certification if exempt
- (v) Proof of payment of the documentary stamps
- (vi) BIR clearance (Certificate Authorizing Registration)
- (vii) Original stock certificates

In either case, there will a transfer fee of P100.00 per certificate and cancellation fee of P20.00 per certificate.

The heirs are to proceed to the BDO office to personally fill up the specimen signature card/s and present at least two (2) valid IDs. If the heirs are residing outside of the Philippines, a signature card should be accomplished and consularized by the Philippine Embassy. All documents executed outside the Philippines which are required to be notarized should be consularized at the Philippine embassy nearest to the place of execution. Photocopies of the two (2) valid IDs are also needed.