

# DOMINION HOLDINGS

Dear Shareholder,

Please be reminded to promptly notify our stock transfer agent, BDO Stock Transfer, of any changes in your contact information, including your registered and mailing address and phone numbers. This will help ensure that you receive all notices, dividend payments, reports, and circulars released to shareholders by the Company.

Below are the standard requirements of BDO Stock Transfer for shareholder requests:

For Individual Stockholders, please visit BDO Stock Transfer, with office address at 14th Floor BDO Towers Valero, 8741 Paseo de Roxas, Makati City, and submit the following:

- a) Photocopies of two (2) valid IDs – government-issued IDs or Company IDs with signature
- b) Duly accomplished and signed Shareholder Request Form and Data Privacy Consent Form

*If you are a BDO Unibank, Inc. (BDO) account holder*, please visit and inform your branch of account to send BDO Stock Transfer via email [bdo-stock-transfer@bdo.com.ph](mailto:bdo-stock-transfer@bdo.com.ph), copies of the following:

- a) Photocopies of two (2) valid IDs – government-issued IDs or Company IDs with signature
- b) Duly accomplished specimen signature card verified by the BDO Branch of Account
- c) Duly accomplished and signed Shareholder Request Form and Data Privacy Consent Form

*If you are unable to visit BDO Stock Transfer and you do not have an existing BDO account*, you may send via courier the following documents to the address stated above:

- a) Photocopies of two (2) valid IDs – government-issued IDs or Company IDs with signature
- b) Original bank certification from the bank of choice, that the signature appears on the certification is the same as the signature in their files. Please also attach photocopies of two valid IDs (one should be a company ID) of the bank officer/s who executed the bank certification.
- c) Duly accomplished and signed Shareholder Request Form and Data Privacy Consent Form

For Corporate Stockholders, you may please submit the following or send it via courier to BDO Stock Transfer in the address stated above:

- a) Copy of latest Articles of Incorporation, By-Laws, and General Information Sheet certified true and correct by Corporate Secretary
- b) Original Sworn Secretary's Certificate attesting to the Board of Directors/Trustee resolution on the designation of authorized signatory/ies
- c) Copies of valid government-issued IDs of authorized signatory/ies
- d) Original Specimen Signature Card of authorized signatories duly verified by your Corporate Secretary.  
(For a copy of the blank signature card, please coordinate with BDO Transfer Agent at the email address [bdo-stock-transfer@bdo.com.ph](mailto:bdo-stock-transfer@bdo.com.ph))

For further information, you may reach out to BDO TIG – Securities Services (Stock Transfer) at telephone numbers (632) 8878-4965, (632) 8878-4964, or email [bdo-stock-transfer@bdo.com.ph](mailto:bdo-stock-transfer@bdo.com.ph).

You may also view our company website <https://www.bdo.com.ph/dominion-holdings> or PSE Edge Disclosure at <https://edge.pse.com.ph/> for regular updates.

Thank you.

Very truly yours,  
**Dominion Holdings, Inc.**



## STOCKHOLDERS REQUEST FORM

### Type of Request:

- Check Reissuance/Replacement       Change Address       Certificate Retrieval

#### Mode of Check Release:

- \_\_\_ For pick-up at Stock Transfer Office  
 \_\_\_ Send via registered mail (FEES WILL BE SHOULDERED BY THE STOCKHOLDER)  
 \_\_\_ Send via courier (FEES WILL BE SHOULDERED BY THE STOCKHOLDER)

Name of Stock : \_\_\_\_\_  
 Name of Stockholder : \_\_\_\_\_  
 Stockholder Acct. No. : \_\_\_\_\_  
 Certificate No : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 TIN No: : \_\_\_\_\_  
 Old Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 New Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

It is therefore requested that all unclaimed dividend reissued, if there's any and all future correspondences, notices and dividend pertaining to the undersigned stockholder may be sent to the new address.

\_\_\_\_\_  
 Signature over printed name      Date

### REQUIREMENTS:

- Two (2) valid IDs  
 Individual : Government issued IDs , Company IDs with signature  
 Corporation : Articles of Incorporation, By-Laws, General Information Sheet, Secretary Certificate on authorized signatories, & valid Government-Issued IDs of Authorized Signatories
- Duly accomplished specimen signature card
- Bank certification stating that the signature appears in the certification is the same as the bank records together with the photocopy of ID of the bank officer who issued the certification.

### ADDITIONAL REQUIREMENTS FOR LOST CHECKS:

- Affidavit of Loss
- Stop Payment Order fee of Php 200.00

Note: We will only process stockholders request upon receipt of the signed original request form and all requirements stated above Please send all documents to:

BDO Unibank, Inc.  
Trust and Investment Group - Securities Services (Stock Transfer)  
14<sup>TH</sup> Floor BDO Towers Valero  
Paseo de Roxas, Makati City

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## DATA PRIVACY CONSENT

**TO: DOMINION HOLDINGS, INC.**

In compliance with the requirements of the Data Privacy Act, I hereby give my consent to the BDO Group, consisting of BDO Unibank, Inc. and its subsidiaries [the members of the BDO Group may be accessed at [<https://www.bdo.com.ph/privacy-statement>], to process, collect, store, my personal information or sensitive personal information obtained from me in the course of my transaction/s with the BDO Group. I understand and agree that these information may be disclosed or shared by BDO Group to its members for know-your-client, cross-selling, marketing, or profiling (manual or automatic) purposes to offer and provide new or related products and services of the BDO Group. Further, I hereby give my consent to any member of the BDO Group to process, collect, use, store, share or disclose my personal information or sensitive personal information to third parties for legitimate purposes, or to provide services to me or implement transactions which I may request, allow, or authorize.

I confirm that I understand and agree that my information may continue to be processed, collected, used, stored, or disclosed for ten (10) years from my last transaction date with any member of the BDO Group or until the expiration of the retention limits set by applicable laws, whichever comes later.

I hereby acknowledge and understand that should I wish to withdraw my consent to receive information about new or related products and services of the BDO Group, or to access, update, or correct certain personal data as set out in this form, I may communicate directly with the relevant member of the BDO Group's Data Protection Officer through the email address found at [<https://www.bdo.com.ph/privacy-statement>]. I further acknowledge and understand that I may access and view the BDO Group's Data Privacy Statement at [<https://www.bdo.com.ph/privacy-statement>] or obtain a copy thereof from the office or branch of the relevant member of the BDO Group.

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Signature over printed name

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Date

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### DO NOT FILL OUT THIS PORTION (FOR TIG- SSU USE ONLY)

Physical check

Presented/Stale

Discarded (Warehouse)

Unclaimed

Change of Name

Lost

Lost Check Requirements:

Affidavit of Loss

Stop Payment order fee of Php 200.00

By: \_\_\_\_\_

Date: \_\_\_\_\_